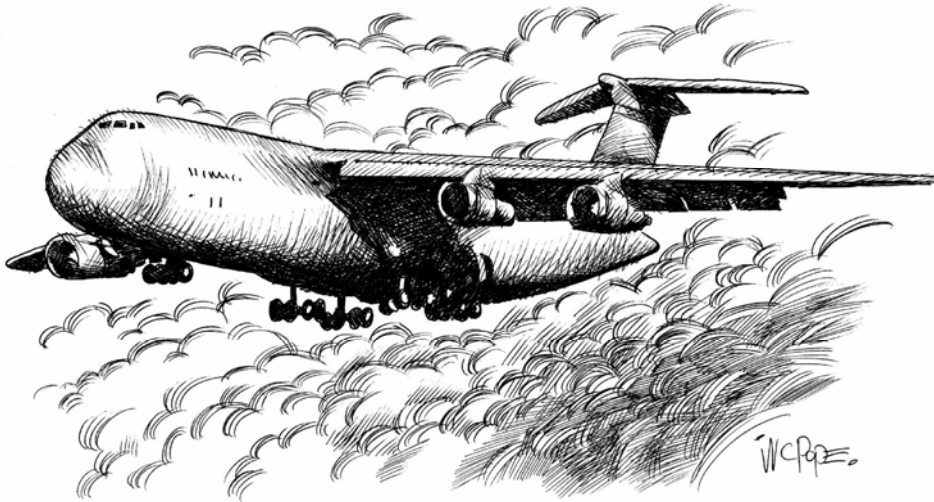


88 MSG/LGRF  
Fuels Management Branch



Performance Work Statement  
Fuels Management  
1 October 2005  
Sections 1 Thru 5  
Including Appendices 1 thru 7

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## **FUELS MANAGEMENT**

### **PERFORMANCE WORK STATEMENT**

#### **SECTION I**

##### **DESCRIPTION OF SERVICES**

**1. SCOPE.** The contractor shall provide all personnel, equipment, tools, material, supervision, plus other items and services which are necessary to perform the Fuels Management Operations as defined in this Performance Work Statement (PWS), except as specified in Section 3 as government-furnished property and services, at Wright-Patterson AFB, Ohio. The Contractor shall perform to the standards in this contract. The estimated quantities of work are listed in Appendix 1.

##### **1.1. SPECIFIC TASKS.**

1.1.1. Fuels operation as applied to this contract is the management of all resources to provide and account for all petroleum and cryogenic products assigned to the FP 2300 account. The contractor shall receive, store, issue and account for all products assigned in accordance with AFMAN 23-110, and [DoDM 4140.25M](#). The contractor shall maintain quality of products through sampling and testing as set forth in [42B](#) series technical orders.

##### **1.2. FUELS MANAGEMENT**

1.2.1. The Contractor shall perform all functions as prescribed in [AFI 23-201](#), AFMAN 23-110, [DoDM 4140.25M](#), and the administrator function outlined in the Fuels Automated System (FAS) manual available at the Defense Energy Support Center (DESC) website, <http://www.desc.dla.mil>, for the management and efficient distribution of all assigned petroleum, propellants, and ground fuels products provided. NOTE: Contractor personnel shall not have the authority to sign for or otherwise obligate or authorize disbursement of funds of the United States Government. These authorities shall be retained by the Fuels Flight Chief (FFC) and other authorized government representatives.

1.2.2. Provide aviation fuels, ground fuels, cryogenics, and deicing fluid to support base wide operations, transient aircraft, base assigned aircraft and all support equipment.

1.2.3. Provide fuel support in the event of contingency operations including deployments due to weather and/or disaster.

1.2.4. Provide training to employees in the accomplishment of assigned tasks and all necessary training in accordance with, [AFI 23-201](#) Chapter 7, excluding requirements for military personnel.

1.2.5. Accomplish responsibilities pertaining to customer Organizational Fuel Tanks in accordance with [AFI 23-204](#).

1.2.6 Provide a facility manager with duties and responsibilities as set forth in [WPAFB Pamphlet 32-2](#), Real Property Building Manager.

1.2.6.1. All routine maintenance and service work shall be identified on [AF Form 332](#), Base Civil Engineering Work Request, and submitted to the Base Civil Engineering through the Fuels QAP office.

1.2.6.2. On a quarterly basis, the contractor shall provide the Fuels QAP office the current status of all Civil Engineering service requests submitted on [AF Form 332](#).

1.2.6.3. All assigned facilities, areas and equipment shall be made available for inspections, surveys, fire protection services, and maintenance and repair by authorized personnel.

1.2.7. Contractor personnel shall participate in meetings, and training courses as requested by the Government per paragraph 4.14.2.

### **1.3. FUELS OPERATIONS**

#### **1.3.1. Fuels Distribution**

1.3.1.1. Request for aviation products by Maintenance Operation Control Centers (MOCC) to the Contractor's Resource Control Center shall be official notification of service required. The contractor shall respond to the priorities as requested. Response time starts upon official notification. The contractor shall input data using the FAS. In the event of computer failure, the contractor shall annotate, with indelible ink, AF Form 824, Daily Fuels Request and Servicing Log in accordance with [AFI 23-201](#), Chapter 7, in its entirety. When computer system comes back on line all manual data shall be input into computer system, and original AF Form 824 provided to the Fuels QAP office for review. The MOCC shall assign the aircraft refueling/defueling priorities as follows:

1.3.1.1.1. PRIORITY 1 – Respond within 10 minutes of notification or as requested. (MEDEVAC, DV and Special Air Mission (SAM)).

1.3.1.1.2. PRIORITY 2 – Respond within 30 minutes of notification or the requested service time if later. (Quick Turn within 2 Hours)

1.3.1.1.3. PRIORITY 3 – Respond within 60 minutes of notification or the requested service time if later. (All Other Aircraft)

1.3.1.2. Ground Fuels requests shall be responded to within 60 minutes of official notification or at the requested service time.

1.3.1.3. All flightline operations shall be accomplished utilizing [T.O. 00-25-172](#). All fuel servicing operations shall be accomplished utilizing [T.O. 00-25-172CL-1](#), [CL-2](#), or [CL-4](#).

1.3.1.4. The contractor shall provide mobile servicing capabilities of petroleum products to organizational and support tanks. Special purpose vehicles and material handling equipment requiring servicing by refueling units must submit written justification, furnished by organizational commander, to the FFC for review and approval/disapproval action. Copies of approved letters shall be maintained in Resource Control Center for reference. Annual recertification of written justification for special purpose vehicles on-site servicing is mandatory.

1.3.1.5. Ensure data embossed on DD Form 1896, Jet Fuel Aircraft Identaplates, is correct and legible prior to servicing USAF/DoD Aircraft.

1.3.1.6. The contractor shall be responsible for preventive maintenance on all assigned mobile refueling equipment.

1.3.1.7. All mobile refueling equipment shall be checked at an established special vehicle checkpoint daily. Team concept shall be used (a minimum of two personnel) IAW [AFI 23-201](#), paragraph 6.6. All R-11's R-12's and C300's shall be checked by the use of applicable T.O.'s, and/or Operational Maintenance and Parts Manuals. Maintenance shall be performed between 0730 and 0930 hours Monday through Friday. Any deviation to the inspection hours must be approved by the Fuels QAP office prior to implementation. On weekends and holidays, inspect the number of vehicles required to support the anticipated workload.

### 1.3.2. Bulk Storage

1.3.2.1. The contractor shall be responsible for all preventive maintenance of facilities assigned for use in accordance with [AFI 23-201](#), Para. 6.7.4.

1.3.2.1.1. All facilities shall be inspected daily between the hours of 0730-0930 Monday through Friday. Any deviation to the inspection hours must be approved by the Fuels QAP office prior to implementation. On weekends and holidays, inspect at least the number of facilities required to support the anticipated workload.

1.3.2.1.2. Two duty days prior to the beginning of each month, the contractor shall provide the Fuels QAP office a monthly maintenance schedule for each facility. NOTE: Updated copies shall be provided as they occur.

1.3.2.2. Receive, store, and issue aviation and ground fuels, liquid oxygen, liquid nitrogen, deicing fluid and any other product assigned to Fuels Management IAW [T.O. 37-1-1](#) and [AFI 23-201](#).

1.3.2.2.1. Receipts shall be accomplished using the two-person concept in accordance with [AFI 23-201](#), Para 3.3. During multiple deliveries of aviation fuel, at least two contractor personnel shall be present. The commercial truck driver shall not be considered the second person for tank truck unloading of fuel.

1.3.2.2.2. The present method of Jet Fuel receipts is by tank truck from DLA Contract Bulletin and Local Purchase Contracts. If the government reverts to pipeline mode of receipt, the contractor shall operate said facilities with no price adjustment to the contract. NOTE: Receipts shall be scheduled between the hours of 0700 to 1900 Monday through Friday.

1.3.2.2.3. Receiving procedure for tank truck and pipeline shall be IAW [T.O. 37-1-1](#), Fuel Storage and Dispensing Systems.

1.3.2.2.4. The contractor shall accompany supplier vehicle in direct drop (receipt/issue) deliveries of products, as required.

1.3.2.2.5. Ensure that all Petroleum Products received into storage meet the quality specifications required by [T.O. 42B-1-1](#).

1.3.2.3. All aviation fuel shall be transferred by existing pipeline between storage and hydrant systems.

1.3.2.4. Transfer ground fuels by mobile fueling vehicles from bulk storage to service stations if commercial delivery is unavailable.

1.3.2.5. Automated Fuel Service Stations. Receive, store and issue fuel and perform necessary preventive maintenance and daily inspections.

1.3.2.6. Inventories. In the event of Automated Tank Gauging failure, the contractor shall accomplish manual physical inventories of all products managed by Fuels Management between 0600 and 0800 hours daily IAW AFMAN 23-110. This shall be accomplished at no additional cost to the government.

1.3.2.7. Operators Maintenance. Perform operator's maintenance as defined in [UFC 3-460-03](#), Chapter 10 and [T.O. 37-1-1](#) on all facilities. Items that exceed operator's maintenance shall be called into Civil Engineering Customer Service Desk at 257-3131 or submitted on [AF Form 332](#) upon completion of the inspection.

1.3.2.8. The contractor shall maintain cleanliness of all assigned facilities including removal of vegetation within 25 feet of such facilities in the storage, hydrant, and Liquid Oxygen (LOX) storage areas. Contractor may submit work order for application of herbicide through Civil Engineering however, work request delays do not alleviate the contractor's responsibility to keep vegetation removed.

1.3.2.9. Provide cryogenic tank maintenance including corrosion control, purging, vacuum, and periodic inspections to include all parts and labor, with the exception of government furnished items listed in Section 3, in accordance with assigned equipment technical directives. When performing corrosion control, tank shall not be out-of-service in excess of 30-calendar days. NOTE: Individual(s) performing these duties must have documentation to validate successful completion the Cryotainer Maintenance Course, J3AZR2F051-005.

#### **1.4. FUELS INFORMATION SERVICE CENTER**

##### **1.4.1. Fuels Accounting and Administration**

1.4.1.1. Ensure all individuals performing accounting duties (a minimum of two) have attended the Air Education and Training Command Fuels Accounting course and DESC FAS course or the DESC Inventory Accounting course and DESC FAS course.

1.4.1.2. The Contractor is responsible for daily processing of all receipts, issues, and inventory documents in accordance with AFMAN 23-110, FAS Manual, and [DoDM 4140.25M](#). Processing shall be accomplished using the FAS, [Fuels Enterprise Server \(FES\)](#), and Standard Base Supply System (SBSS).

- 1.4.1.3. Management information files shall be current and accurate. Follow specific and detailed fuels accounting procedures to include reconciling fuel billing documents and ensuring accuracy of aircraft tail numbers, organization codes, and mission design series.
- 1.4.1.4. Monitor inventory levels to ensure adequate availability of products in support of Peacetime Stock Objective (PSO), Prepositioned War Reserve Material Requirements (PWRMR), Inventory Management Plan (IMP), and War Consumable Distribution Objectives (WCDO). REF: AFMAN 23-110; [AFI 23-201](#); [DoDM 4140.25M](#); and AFMAN 37-139, as applicable.
- 1.4.1.5. Daily document control files shall be updated and contain all required documents in accordance with AFMAN 23-110. A copy of each product's inventory ledger shall be retained in the daily folder.
- 1.4.1.6. Coordinate with using organizations for fuels and missile propellants requirements forecasting.
- 1.4.1.7. All gains/losses exceeding allowable tolerances established in [DoDM 4140.25M](#) or AFMAN 23-110, Vol 1, Part Three, [Chap 1](#) and [4](#) shall be explained, in writing, by the Contractor to the Fuels QAP office monthly.
- 1.4.1.8. At the time of delivery of products, identified in Appendix 1, to the installation, the contractor shall sign as receiver in block 22 of the DD Form 250, unless acceptance previously occurred at origin. The acceptance in block 21b of the DD Form 250, shall be the responsibility of the government.
- 1.4.1.9. The contractor shall utilize the SBSS to process all documentation pertaining to Deicing Fluid IAW AFMAN 23-110. The government will provide SBSS training if required.
- 1.4.1.10. Prepare/maintain reports in accordance with the following directives [DoDM 4140.25M](#) and AFMAN 23-110. Provide one information copy of each report to the Fuels QAP office.
- 1.4.1.11. As required, encode Vehicle Identification Links (VIL) for vehicles, equipment and support tanks. The contractor shall maintain a Vehicle Identification link data base in coordination with Vehicle Operations Branch. This data base is maintained for billing purposes to ensure a proper audit trail and an efficient system is maintained to manage the encoded VIL's.
- 1.4.1.12. Emboss DD Form 1896, Jet Fuel Identaplates for Air Force and Government Aircraft as required.
- 1.4.1.13. Perform a monthly physical inventory on all full and empty helium cylinders, no later than the 5<sup>th</sup> workday of each month, IAW [AFMAN 23-110, Vol 1, Part 3, Chapter 4](#). Provide completed and signed inventory documentation to the Fuels QAP office for review.
- 1.4.1.14. Annually and as required, review and update annexes to base fuels support plans. Coordinate inputs through the QAP office prior to submission.



1.4.1.15. Utilize automated systems including, but not limited to; Microsoft Windows operating systems and office software to prepare and maintain all formal correspondence and ensure proper distribution of correspondence, reports, publications, and forms.

1.4.1.16. All publications listed in Appendix 2 shall be available and the most current version utilized.

1.4.1.17. Ensure recordkeeping of all fuels management documents is in accordance with AFMAN 37-139, Records Disposition Standards.

#### 1.4.2. Fuels Laboratory

1.4.2.1. The contractor shall staff the laboratory with a minimum of one individual who has attended and completed the Fuels Quality Control Course, J3AZR2F051-001 or Army Quartermaster Petroleum Laboratory Specialist course, 491-77-L10 in accordance with [AFI 23-201](#), paragraph 7.1.2.

1.4.2.1.1. All fuels sampling and analyses shall be conducted by an individual who meets the criteria in paragraph 1.4.2.1.

1.4.2.2. Comply with the provisions outlined in [T.O. 42B-1-1](#), Quality Control of Fuels and [T.O. 42C-1-2](#), Anti-Icing, Deicing and Defrosting of Parked Aircraft.

1.4.2.3. The sample frequency outlined in [T.O. 42B-1-1](#), Quality Control of Fuels, Section V, Table 5-1 are mandatory.

1.4.2.4. Participate in the turbine fuel correlation/aircraft servicing sample program as outlined in [T.O. 42B-1-1](#), Section IV, Para. 4-4.

1.4.2.5. Contractor personnel performing the laboratory function shall process data inputs daily into the Fuels Automated System.

1.4.2.6. Add conductivity additive to JP-8 Fuel in storage when required, as stated in [T.O. 42B-1-1](#), Appendix A, Additive Blending Procedures Turbine Fuels.

1.4.2.7. Contractor shall comply with provisions of [T.O. 42B-1-23](#), Management of Recoverable and Waste Liquid Petroleum Products, for the collection, segregation, storage, and disposition of petroleum products generated through normal operations.

1.4.2.8. Add anti-icing, and anti-static compound to JP-8, when specification standards are below minimums as stated in [T.O. 42B-1-1](#).

1.4.2.9. Obtain samples of Liquid Oxygen, every 90 days, for submission to Area Laboratory in accordance with [T.O. 42B6-1-1](#), Quality Control of Aviator's Breathing Oxygen.

1.4.2.10. Two duty days prior to the beginning of each month, the contractor shall provide the Fuels QAP office a schedule of all equipment and facilities that require sampling for the month. NOTE: Updated copies shall be provided as they occur.

## **1.5. COMPLIANCE AND ENVIRONMENTAL**

1.5.1. Weekly spot checks and Semi-Annual inspections shall be performed IAW [AFI 23-201](#), Chapter 8 and shall be documented on [AF Form 2419](#), Routing and Review of Quality Control Reports and [AF Form 2420](#), Quality Control Inspection Summary. These shall be provided to the Fuels QAP office for review.

1.5.2. Two duty days prior to the beginning of each month, the contractor shall provide the Fuels QAP office a schedule of equipment and facilities that shall be inspected for the month. The names of the Compliance and Environmental Inspector(s) shall be submitted with each schedule. NOTE: Updated copies shall be provided as they occur.

## **1.6. SUPPORTING REAL-WORLD CONTINGENCIES AND EXERCISES**

1.6.1. Perform Defense Energy Supply Point function, at direction of government, to support real-world contingencies or implementation of the Emergency Distribution Plan (EDP).

1.6.2. The contractor shall provide mobile fueling service in support of disaster control, exercises and other contingencies as directed by the Contracting Officer. Issue aviation fuel to other DoD Agencies upon mobilization such as weather evacuation conditions, disasters, or deployments to Wright-Patterson AFB due to direction of Department of Defense.

1.6.3. The contractor shall use the priority responses established by the PWS per paragraph 1.3.1.1. If the activation or exercise of multiple contingency plans generates conflicting support requirements and the contractor cannot accomplish a routine workload due to the activation or exercise of any contingency plan, the government shall not take remedial action against the contractor for non-support of lower priorities. However, the contractor shall document when higher priorities cause non-support of lower priorities and what those higher priorities were.

1.6.4. The contractor shall provide an emergency service plan, as specified in Appendix A.1.2.2, for providing support of these emergency situations at the start of the basic contract period.

1.6.5. The contractor shall provide refueling/defueling support upon request in case of emergencies, for Presidential and SAM aircraft. Support may be required in, Cincinnati and Columbus Ohio as requested by the Fuels QAP office or Contract Officer.

1.6.6. Dayton Air Show. Provide aircraft refueling/defueling support at the Government's option, to the United States International Air and Trade Expedition/Dayton Air Show, at the Greater Dayton Airport, to DoD and other foreign government aircraft. Ground fuels support shall be provided as requested by the Fuels QAP office or Contracting Officer.

1.6.7. Surge Requirement Capabilities. Upon notification by the contracting officer, the contractor shall provide fuels operation services to support national commitments up to and including a declared war that would generate surge requirements. These services shall be provided 24 hours a day, seven days a week, as required, for the duration of the emergency. Surge requirements beyond the capability of the contractor may be augmented by the

government, at its option, when it perceives that mission accomplishment is endangered. The Contracting Officer will verbally advise the contractor of the required level of effort and follow-up immediately with a written change to the contract. A supplemental agreement will be negotiated to compensate for additional services required by this paragraph.

1.6.8. Reserve Training. The contractor shall train Individual Mobilization Augmentees (IMA) and members of the 445<sup>th</sup> Airlift Wing (to include any future Reserve component) per AFI 36-2201. These personnel shall be under the direction of the Fuels QAP office during and for the purpose of such training. The contractor shall provide refueling equipment for On-the-Job Training (OJT) of Air Force Reserve personnel. Where compatible with such training, the assigned reservists may be utilized to perform work required under this contract during the conduct of said training. NOTE: Utilization of Reserve personnel shall not alleviate the contractor of his responsibilities IAW this PWS.

## SECTION II

### SERVICE SUMMARY (SS)

**2.1. PERCENTAGE OF EFFORT.** In some fixed-price contracts it is helpful to have an established methodology for calculating payment deductions for poor performance in those instances where the contractor fails to meet the performance thresholds (PT) required by the contract. Many service contracts contain tasks that either cannot be or are not re-performed or of which re-performance is of no value to the government. In those circumstances, and if the contract contains the [FAR 52.246-4](#) Inspection of Services – Fixed-Price clause, an additional 4<sup>th</sup> column can be added to the SS entitled “Percentage of Effort.” The Percentage of Effort column has percentages, inserted by the Government, that will exactly total 100% for the all requirements listed in the SS. These percentages represent the approximate percentage of the contractor’s total effort represented by each performance objective and the maximum percentage of the line item in the schedule for the monthly invoice that could be deducted from the contractor, if the service is found to be unacceptable.

### **2.2. CONTRACTOR PAYMENT:**

2.2.1. For performance of a service that does not exceed the PT, the contractor will be paid the percentage of the monthly contract line item price indicated in column 4 of the attached SS charts for that service.

2.2.2. If performance of a service exceeds the PT for services inspected by random sampling or 100 percent inspection, the government will calculate payment as follows:

2.2.3. The maximum contract payment per month for all services is multiplied by the maximum payment percentage for the specific service to determine the maximum payment for acceptable service. This payment is multiplied by the percentage of the sample found acceptable to determine the percentage of the contract price that the contractor will be paid for the specific service. The total number of defectives found, not just those in excess of the reject level, are used to determine the percentage of the sample found unacceptable. The percentage of the sample found unacceptable subtracted from 100 percent determines the percentage of the lot found acceptable.

2.2.4.. When surveillance is accomplished using methods other than random sampling (100% surveillance, periodic surveillance and customer complaint), all service outputs, which are not inspected, are presumed to be acceptable. The total number of defectives found divided by the lot size will equal the percent found unacceptable.

2.2.5. For those services that are performed less frequently than monthly, the payment computation will be determined for the entire surveillance period and will be based upon the total maximum payment available for the entire surveillance period.

2.2.6. Any deductions from payment will be taken from the payment for the month in which the CO makes the determination that deduction is appropriate regardless of the period in which the performance occurred.

## 2.3. EXAMPLES OF PAYMENT COMPUTATIONS.

### 2.3.1. For services surveilled by random sampling:

2.3.1.1. Assume a Performance Threshold of 3, a corresponding sample size of 25, a lot size of 500 units, and that 10 defectives were found by the QAP. The payment computation would be as follows:

(1) Maximum contract line item payment per month	\$10,000
(2) Maximum percentage for the service (Column 4,SS)	<u>x 5%</u>
(3) Maximum payment for acceptable services.	\$ 500
(4) 10 defectives exceeds Performance Requirement of 3 defectives.	
(5) Percentage of sample found unacceptable (10/25, or defectives divided by sample size times 100)	40%
(6) Percentage of sample found acceptable (100% - Line 5)	60%
(7) Credit for one defective corrected in sample (Samples corrected divided by lot size times 100)	0.2%
(8) Acceptable percentage (Line 6 + Line 7)	60.2%
(9) Payment for percentage of acceptable services (Line 3 times Line 8)	\$301.00

### 2.3.2. For services not surveilled by random sampling

2.3.2.1. Assume a performance threshold of 5 percent, a lot size of 50 units, and that five defectives were found by the QAP. The payment will be computed as follows:

(1) Maximum contract line item payment per month	\$10,000
(2) Maximum payment percentage for the service (Column 4, SS)	<u>x 4%</u>
(3) Maximum payment for acceptable service	\$ 400
(4) 5 defectives exceeds reject level of 3 defectives (5% of lot size of 50 = 2.5 defectives rounded up to 3)	
(5) Percentage of lot found unacceptable (5 defectives divided by lot size of 50 times 100)	10%
(6) Percentage of lot found acceptable (100% - Line 5)	90%
(7) Payment for percentage of acceptable service (Line 3 times Line 6)	\$ 360

## 2.4. FOR THOSE AREAS SURVEILLED LESS OFTEN THAN MONTHLY

2.4.1. If the monthly contract cost is \$10,000 and the surveillance is semiannual, then the contractor's payment is computed as follows. Assume a Performance Threshold of 5 percent and a defective percentage of 10 percent is discovered during scheduled surveillance. Also assume the percent of the total contract line item price for the service is 4 percent.

(1) Monthly contract line item payment	\$10,000
(2) Numbers of months represented by the period since the last surveillance	<u>x 6</u>
(3) Total Maximum payment for the period	\$60,000
(4) Percent of monthly contract line item price	<u>x 4%</u>
(5) Total Maximum payment for the service	\$ 2,400
(6) Percentage good (100% - 10%)	<u>x 90%</u>
(7) Contractor's payment for the period	2,160
(8) Amount previously paid during the period (5 months x \$400)	- <u>2,000</u>
(9) Payment to the contractor this month	\$ 160

2.4.2. When the contractor has already been paid in previous months more than the computed payment for the period, use the following computation. If the monthly contract cost is \$10,000 and the surveillance is semiannual, then the contractor's payment is computed as follows. Assume a Performance Threshold of 10 percent, and a defective percentage of 25 percent is discovered during scheduled surveillance. Also assume the percent of the total contract line item price for the service is 4 percent.

(1) Monthly contract line item payment	\$10,000
(2) Number of months represented by the period since the last surveillance	<u>x 6</u>
(3) Total maximum payment for the period	\$60,000
(4) Percent of monthly contract payment (4%)	<u>x .4%</u>
(5) Total Maximum payment for the service	\$ 2,400
(6) Percentage good (100% - 25%)	<u>x .75%</u>
(7) Contractor's payment for the period	\$ 1,800
(8) Amount previously paid during the period (5 months x \$400)	\$ 2,000
(9) Payment to the contractor this month	\$ 0
(10) Reduction from the current invoice due to overpayment (to be set off against amounts due for other services)	(\$ 200)

NOTE: The taking of deductions shall not be deemed to waive or limit any right of the Government under the clause entitled "Default".

## 2.5 SERVICE SUMMARY TABLE

Performance Objective	Para No.	Performance Threshold	Percentage of Effort
<b>SS-1.</b> Respond to A/C Servicing Request, Priority 1. Respond within 10 minutes of notification or as requested.	<a href="#">1.3.1.1.1</a>	PT- 0 (PT -1)	8.0%
<b>SS-2.</b> Respond to A/C Servicing Request, Priority 2. Respond within 30 minutes of notification	<a href="#">1.3.1.1.2</a>	PT- 2 (PT-3)	9.0%
<b>SS-3.</b> Respond to A/C Servicing Request, Priority 3. Respond within 60 minutes of notification.	<a href="#">1.3.1.1.3</a>	PT-2 (PT-3)	8.0%
<b>SS-4.</b> Respond to Service Request, Ground Fuels. Respond within 60 minutes, or at the requested service time.	<a href="#">1.3.1.2</a>	PT-2 (PT-3)	6.3%
<b>SS-5.</b> Compliance and Environmental and Fuels Information Service Center. Perform Quality Control of all products assigned to Fuels Management IAW prescribed directives.	<a href="#">1.4.2</a>	PT-1 (PT-2)	16.0%
<b>SS-6.</b> Accounting and Administration. Accountable records shall be accomplished IAW AFMAN 23-110, <a href="#">DoDM 4140.25M Vol I-IV</a> .	<a href="#">1.4.1</a>	PT-3 (PT-4)	5.0%
<b>SS-7.</b> Operators Maintenance on Facilities. Perform preventive maintenance on all assigned facilities IAW <a href="#">AFI 23-201</a> , Para 6.6, and <a href="#">T.O. 37-1-1</a> and <a href="#">UFC 3-460-03</a> , Chap 10.	<a href="#">1.3.2.1</a> <a href="#">1.3.2.7</a>	PT-3 (PT-4)	9.0%
<b>SS-8.</b> Aircraft Refueling Operation. Perform servicing operations IAW <a href="#">T.O. 00-25-172</a> and appropriate checklist.	<a href="#">1.3.1.3</a>	PT-1 (PT-2)	20.4%
<b>SS 9.</b> Bulk Fuel Receiving Procedures. Perform receiving operations IAW <a href="#">T.O. 37-1-1</a> and <a href="#">AFI 23-201</a>	<a href="#">1.3.2.2</a>	PT-3 (PT-4)	8.0%
<b>SS-10.</b> Perform Preventive Maintenance on Mobile Refueling Equipment IAW prescribed directives.	<a href="#">1.3.1.7</a>	PT-2 (PT-3)	8.3%
<b>SS-11.</b> Quality Control Program. a. Provide copy of Quality Control Plan on first day of orientation period and as changes occur.	<a href="#">4.10</a>		0.09% per workday, up to a maximum of 2.0% per month
b. Compliance with Contractor's Quality Control Plan	<a href="#">4.10</a>	PT-0 (PT-1)	2.0%

## SECTION III

### GOVERNMENT FURNISHED PROPERTY AND SERVICES

**3. GENERAL.** The government will provide, without cost, the facilities, equipment, material, and services identified in this section and in associated appendices. The government reserves the right to change, alter, and/or modify the facilities. The government will also provide access to the infrastructure and all related network and computer devices required to perform the work described in this Performance Work Statement.

#### **3.1. GOVERNMENT-FURNISHED PROPERTY.**

3.1.1. Government-Furnished Facilities. The government will furnish and/or make available facilities described in [Section 3, paragraph 3.7](#). Facilities have been inspected for compliance with the Occupational Safety and Health Act (OSHA). No hazards have been identified for which workarounds have been established. The Government corrects OSHA hazards in accordance with base wide Government developed and approved plans of abatement taking into account safety and health priorities. A higher priority for correction will not be assigned to the facilities provided hereunder merely because of this contracting initiative. The fact that no such conditions have been identified does not warrant or guarantee that no possible hazard exists, or that work around procedures will not be necessary or that the facilities as furnished will be adequate to meet the responsibility of the contractor. Compliance with OSHA and other applicable laws and regulations for protection of the employees is exclusively the obligation of the contractor, and the Government will assume no liability or responsibility for the contractor's compliance or noncompliance with such responsibilities, with the exception of the aforementioned responsibility to make corrections according to approved plans of abatement subject to base-wide priorities. Prior to any modification of the facilities performed by the contractor, at his or her expense, the contractor must furnish the CO documentation describing, in detail, the modification requested. No alterations to the facilities shall be made without specific written permission from the CO, however, in the case of alterations necessary for OSHA compliance, such permission shall not be unreasonably withheld. The contractor shall return the facilities to the government in the same condition as received, fair wear and tear and approved modifications excepted. These facilities shall only be used for performance of this contract.

3.1.2. Property. The Government will provide the contractor property listed in [Section 3, paragraph 3.8](#). Government furnished equipment shall be managed in accordance with the provisions of [AFM 23-110 Vol. II, Part 2, Chapter 22](#). The procedures specified are in addition to those required by the Government Property clause of this contract.

3.1.2.1. Equipment Inventory. An inventory of government-furnished equipment must be done not later than 5 calendar days prior to start of the first operational performance period, within 10 calendar days before completion of the contract period (including any option periods). The contractor and a Government Representative (identified by the CO) shall conduct a joint inventory of all government furnished equipment. The contractor shall receipt, [AF Form 1297](#), Temporary Issue Receipt, or substitute form for all equipment provided by the Government. The contractor and a Government representative (identified by the CO) shall jointly determine the working order and condition of all equipment. Items



of equipment missing or not in working order shall be recorded and the CO notified in writing. The Government will replace missing items and repair all items not in working order or the contracting officer will request the contractor to replace the missing item(s) or accomplish the repair and the contractor will be reimbursed. The Government representative will give disposition instructions for items beyond repair. The contractor and the Government representative shall certify their agreement as to the working order of the equipment. If the contractor does not participate in the inventory, the contractor must accept as accurate the listing and stated condition of equipment provided by the government. If the contractor participates in the inventory, but does not agree with the Government representative's determination as to the working order of the equipment, this failure of the contractor to agree on working order and defectives shall be treated as a dispute pursuant to the clause of this contract entitled, "Disputes."

3.1.2.2. Obtaining Replacement of Government-Furnished Equipment. Should any item of government equipment require replacement as a result of contractor negligence (as determined by the Contracting Officer after thorough investigation by the appropriate authorities) the contractor shall be responsible for such replacement at no cost to the Government.

3.1.2.3. Property Accountability. By completion or extension of the contract, a joint inventory of property shall be conducted by the contractor and a QAP/GR. The contractor shall be liable for loss or damage to government furnished property beyond fair wear and tear according to the clause of the contract, "Government Furnished Property." Compensation shall be effected either by reduced amounts owed to the contractor or by direct payment by the contractor, the method to be determined by the CO. All property in need of repairs/maintenance shall be repaired/maintained by the contractor within 30 days of discovery, but before the joint inventory is made. All repairs/maintenance not performed by the contractor shall be done at the government's option and at the contractor's expense. In the case of damaged property, the amount of compensation due the government by the contractor shall be the actual cost of repair, provided such amount does not exceed the economical repair value (75 percent of the costs to replace such item). In the case of items lost or damaged beyond economical repair, the amount of the contractor's liability shall be the depreciated replacement value of the item to be determined by the CO. Any failure of the contractor to agree with such determination shall be treated as a dispute pursuant to the clause of this contract entitled "Disputes."

3.1.2.3.1. High Value Items. In the case of loss or damage beyond economical repair to certain high value items, the amount of compensation which the contractor is liable to pay the government shall be calculated in accordance with the following formula:

$$C = (RV-AS) - (LE((RV-ES)/EL))$$

where:

C = Compensation

RV = Property Record Value

AS = Actual Salvage Value (determined at time of damage or loss)

ES = Estimated Salvage Value. (The estimated salvage value is obtained by using Defense Property Disposal Office percentage-of-cost data if available, or the best estimate from local market conditions. Estimated salvage value is necessary because it is used in determining Total Accrued Depreciation (bracketed portion of the formula))

EL = Estimated Life. (Total estimated from new to planned salvage). (NOTE: ESTIMATED LIFE IS NOT NECESSARILY THE SAME AS DEPRECIABLE LIFE. ESTIMATE THE USEFUL LIFE OF THE PROPERTY.)

LE = Life Elapsed (Estimated Life less Remaining Life)

3.1.2.3.2. Disposition of Property. When government-furnished property is determined to be beyond economical repair (as defined in [paragraph 3.1.2.3](#) above) it will be certified by the QAP as condition condemned and reported to the property administrator/plant clearance officer for disposition. Upon completion of the contract, all remaining government property shall be reported to the CO according to [FAR 45.6](#), Reporting, Redistribution and Disposal of Contractor Inventory.

3.1.2.4. Property Leased by the Government. The government will maintain and repair property leased/rented by the government and provided to the contractor except that in the case of loss or damage beyond fair wear and tear, the contractor's liability shall be to reimburse the government for 100 percent of all expense incurred. The provisions of the government lease agreements setting forth liability for loss or damage to leased equipment will be made available for the contractor's inspection upon request to the contracting officer. Property leased by the Government which will be provided to the contractor is listed in [Section 3.8](#).

3.1.3. Government-Furnished Materials. The government will furnish the materials listed in [Section 3.9](#) for performance of services by the contractor for the duration of the contract, including option periods. The initial stock of materials shall be inventoried not later than 5 workdays before contract start and by the contractor and a GR designated by the CO. Any missing items shall be annotated on the inventory and the CO notified. Any disagreements between the contractor and the QAP/GR on the materials inventory shall be treated as a dispute under the contract clause entitled "Disputes". The contractor shall be responsible for keeping enough materials on hand for the performance of the contract according to its terms. If additional materials are authorized by the contract, the contractor shall request such additional materials by providing a written request to the QAP at least 60 calendar days before the required delivery date of the materials. At the conclusion of the contract period, including options, the contractor shall return all residual inventory to the government.

3.1.4. Government-Furnished Records, Files, Documents, and Work Papers. All records, files, documents, and work papers provided by the government or generated in support of this contract are government property and shall be maintained and disposed of per [AFI 37-138](#) AND AFMAN 37-139, Records Disposition Procedures and Responsibilities--Records Disposition Schedule. At the time of disposition the contractor shall box, label contents, and turn into base records storage area..

**3.2. GOVERNMENT-FURNISHED SERVICES.** The government will furnish the following:

3.2.1. Utilities. Water, electricity, sewerage, and heating for facilities.

3.2.2. Postal. The government will provide on-base mail distribution and USPS and UPS service for but limited to official government mail matter, required under terms of the PWS.

3.2.3. Telephone. The government will provide telephone service consisting of 3 class A, and 7 class C telephone lines. Phone use is limited to official government business only, and related to the performance of this PWS. NOTE: Contractor shall provide their own telephone for personal and unofficial calls.

3.2.4. Custodial Service. The Fuels Management Office, located in Bldg. 1, Door 17, Rooms 32, 33 and 34 are provided custodial services. All other assigned facilities are the responsibility of the contractor. The contractor is responsible for the orderliness and cleanliness of all areas being used for office, storage, and maintenance of equipment. Sweep and mop all tile floors at least three times each week, wax and buff all floors at least twice a month and strip and wax all tile floors at least once per quarter. These areas shall be clean and neat, free from fire hazards, environmental hazards, unsanitary conditions and safety hazards. Provide all toilet articles necessary to maintain the required sanitary conditions of all restrooms assigned.

3.2.5. Refuse Collection. The government will provide refuse service.

3.2.6. Real Property Maintenance. The government will provide maintenance and repair of real property facilities. The contractor shall perform minor maintenance and repairs of Government-Furnished facilities commensurate with cleanliness and good housekeeping. Minor maintenance and repairs include, but are not inclusive tasks, such as, painting all interior walls, and doors/door frames. The government will provide, all material to perform facilities upkeep and minor maintenance.

3.2.7. Physical Security. The contractor shall be responsible for safeguarding all government property provided for contractor use. At the close of each work period, government facilities, property, and materials shall be secured. The contractor shall conform to the provisions of AFI 31-101, The AF Installation Security Program for safeguarding the government-furnished facilities and material contained therein.

3.2.8. Base Civil Engineering. The government will provide fire prevention and protection, inspection and maintenance of government furnished systems, pest control, and grounds maintenance. Fire Department telephone extension is 911 for emergencies and 257-6767 for routine calls.

3.2.9. Emergency Medical Service. The government will provide emergency medical treatment and emergency patient transportation service for contractor personnel who are injured or become critically ill during the performance of this contract. The contractor shall reimburse the government for the cost of medical treatment and patient transportation service at the current inpatient or outpatient treatment rate, as appropriate. Emergency Service dial 911.

3.2.10. Security Police. The government will provide general on-base security police service. Security police phone extension is 911 for emergencies, and 257-6516 for routine calls.

3.2.11. Automatic Data Processing. See [Section 3.8.4](#) for Government provided Automatic Data Processing Equipment (ADPE) list.

3.2.12. Equipment Maintenance. Maintenance of all fuel systems, hydrants, fuel storage, and all assigned equipment items, will be provided by the government. Operators inspections and preventive maintenance shall be provided by the contractor. Points of contact for government provided maintenance are: Refueling Maintenance 257-7624, Liquid Fuels Maintenance 257-6995 and CE Customer Service 257-3131.

3.2.13. Ground Maintenance. Contractor shall maintain vegetation and snow removal in and around all facilities within 25 feet. Hydrant pit outlets must be kept free of snow and ice accumulation during inclement weather.

**3.3. VEHICLES.** The Government will provide, for the contractor's use in performance of this contract, see vehicles list in [Appendix 3](#). Vehicles shall be managed in accordance with AFMAN 23-110 and [AFI 24-301](#), Vehicle Operations, and [AFI 24-302](#), Vehicle Maintenance Management. The procedures specified are in addition to those required by the Government Property clause of this contract. A government drivers license and commercial drivers license (CDL) is required if the vehicle exceeds 14,000 gross vehicle weight and [AFI 24-301](#), Vehicle Operations, applies. For vehicles under 14,000 gross vehicle weight, the driver is required to possess a valid state and government drivers license (AF Form 2293). The procedures specified are in addition to those required by the Government Property clause of this contract. The contractor shall be responsible for ensuring all workers have insurance.

3.3.1. Vehicle Maintenance. For Government furnished vehicles, the government will provide all scheduled and unscheduled maintenance. The contractor shall perform operator's maintenance and deliver its assigned government furnished vehicles to the base vehicle maintenance facility for required maintenance. The contractor shall be responsible for repair costs which are caused by accident, damage, vehicle abuse or other damage beyond fair wear and tear.

3.3.2. The government will furnish all fuel, engine oil, and related petroleum products for government furnished vehicles to perform work listed herein.

**3.4. PROPERTY CONTROL PROCEDURES.** The contractor shall prepare and present a written property control system to the CO within 30 days after contract award or at the pre-performance conference, whichever is later. The contractor's plan shall be prepared according to, and shall meet the requirements of [FAR 52.245-2](#).

**3.5. FORMS AND PUBLICATIONS.** The government will provide all forms and publications expressly required to perform the work in this PWS. The government will provide custodian and alternate training for forms and publication management.

**3.6. ANNUAL INVENTORY.** The contractor shall inventory all materials, Equipment Authorization Identification Data (EAID) equipment, and non-EAID equipment at least once each year. The contractor shall schedule a joint inventory with the Fuels QAP office. The inventory shall include, but not be limited to the CA/CRL (Custodian Authorization/Custodian Receipt Listing) (R-14), Organizational Visibility Listing (R-15) and Automatic Data Processing Equipment (ADPE) listings. A signed copy of the documentation shall be provided to the QAPs after verification.

### **3.7 GOVERNMENT FURNISHED FACILITIES**

The Government will furnish the Contractor the following facilities:

<b>FACILITIES</b>	<b>UTILIZATION</b>
Bldg. 1, Door 17, Room 33	Fuels Management Office
Bldg 1, Door 17, Rooms 32 & 34	Accounting and Administration
154-C	Fuels Operations / Laboratory
PB-29-C	Military Vehicle Service Station.
304 - Area B	Military Vehicle Service Station.
4032	West Ramp Hydrant System
4047 / 4048-C	Liquid Oxygen /Nitrogen Storage / Office
158 / 159-C	East Ramp Hydrant System

3.7.1. Building 154-C is located in a Controlled Area and is the receiving point for daily resupply of fuel from commercial tank trucks.

3.7.2 Due to real-world contingency requirements and safety constraints, the RCC Accounting and Administration function shall be located in Building 1 as indicated above.

3.7.3. The facilities may be changed from time to time to meet mission requirements. The Contracting Officer will notify the contractor prior to any change of location.

**3.8 GOVERNMENT-FURNISHED EQUIPMENT.** The Government will furnish the following government-owned equipment .

3.8.1. Custodian Authorization/Custodian Receipt Listing (CA/CRL) (R-14). These items are listed on the CA/CRL (R-14).

<b>STOCK NUMBER</b>	<b>NOMENCLATURE</b>	<b>QTY</b>
6670-01-104-1773RN	Balance Torsion	1
6695-01-101-5691RN	Cryogenic Sampler	1
3655-01-395-9203RN	Purging Unit	1
3655-01-192-2446RN	Tank Storage Liq	1
3655-01-086-5358RN	Tank Storage 2000	1
3655-01-281-5438RN	Tank Storage/Nit	1
3655-01-252-1257RN	Tank Storage	1
2330-01-373-0720QP	Trailer-Tank	4
6630-00-830-1329RN	Kit Contam xx64	1
6630-01-115-2398RN	Meter, Conductivity	2
4310-00-898-9959	Vacuum Pump	1
6630-01-165-7133RN	Test Kit Fuel (B-2)	1

### 3.8.2. R-15 Organizational Visibility List

<b>National Stock No.</b>	<b>Nomenclature</b>	<b>Qty</b>	<b>Location</b>
4940PPHWS3-1100	Washer, Pressure	1	Bldg. 154/Bldg 4047
4320PMDLDPL482	Trash Pump	1	Bldg 154

**NOTE:** New procedure removes certain equipment items from the CA/CRL and places those items on another listing, the R-15 - Organizational Visibility Listing. It is important to note that the only way to remove items off this database is by turn-in action. If any items are not accounted for, the contractor must immediately contact the Contracting Officer for disposition of lost or damaged property.

3.8.3. Non-EAID Equipment. The government will furnish the following equipment for which EAID (Equipment Authorization Identification Data) accounting is not required. The contractor shall comply with the equipment operating instructions and perform a yearly inventory along with the R-14. A copy of all turn-in documentation of this equipment, shall be turned over to the QAP with in 5 days of completion.

<b>National Stock No.</b>	<b>Nomenclature</b>	<b>Qty</b>	<b>Location</b>
6640-00-999-2786	Viewer Kit Free	1	LAB-Bldg. 154
4310-00-226-5337	PumpVacu Rotary	1	LAB-Bldg. 154
7490 P8527922300	P/355 & Embosser Po	1	ACCT-Bldg. 1
7910-00-224-7985	Polisher Flr El	1	OPS Bldg. 154
4110-00-882-8450	Refrigerator (Lrg)	2	Bldg.1 /OP & 154
PN610-000-00101	Embosser 610-CR80	1	OPS Bldg. 154
6630-00-530-0987	Tester Flash	1	LAB-Bldg. 154
TE2QBBTT2L48	Trash Pump	1	Bldg. 154
3825-PI6223	Snow Blower	2	LOX-Bldg. 4047
3750PXT85T	Trimmer Gas 30cc	1	LOX-Bldg. 4047
5820-0237752300	Base Station Dsk Tp	1	RCC-Bldg. 154
4940-PPHWS3-1100	Washer Pressure (Steam)	1	LOX-Bldg. 4047
6640-00-089-9457	Hot Plate, Labora	1	LAB-Bldg. 154
6640-00-490-3240	Table Bal Lab 48	1	LAB-Bldg. 154
6650-00-071-3102	Microscope W/Car	1	LAB-Bldg. 154
5820-PH990X	Radio Port Sabre III	10	RCC-Bldg. 154

6130-PTDN9430	Battery Maintenance	1	RCC-Bldg. 154
SN: 5796337	Washer Pressure	1	4047

### 3.8.4. Automatic Data Processing Equipment (ADPE)

The following ADPE Equipment is in support of the Fuels Automated System (FAS) and SBSS.

#### **BLDG 1 - Fuels Accounting:**

Dell Pentium 4 CPU	(CM )	SN: HSR8S11
Dell Monitor 15"	(CM)	SN:CN04P121478034349L4SV
Dell Pentium 4 CPU	(ACCT)	SN: FRR8S11
Dell Monitor 15"	(ACCT )	SN: CN04P12147804344C2WQ
Dell Pentium 4 CPU	(ACCT )	SN: GRR8S11
Dell Monitor 15"	(ACCT)	SN: CNO4P12147804344C2WL
UPS Compaq (DESC)	(ACCT)	SN: A00216461
UPS Cyber Power 525SL	(ACCT)	SN: 1215650001
HP Laser Jet 5/5m/5n Printer	(ACCT)	SN: 5802001WZU

#### **BUILDING 154 - Fuels Control Center; Fuels Laboratory:**

Dell Pentium 4 CPU	OPS	SN: JRR8S11
Dell Monitor 15"	OPS	SN: CN04P1247804344C2WY
CPU Compaq Desk Pro NE 733 (DESC/P)	RCC	SN: 6107DYSZB638
CPU UY 2300 Compaq EVO (DESC/P)	RCC	SN: 6X25JYZHOMS
Monitor Compaq 482 (DESC/P)	RCC	SN: 629FAOSAA085
Monitor Compaq (DESC/P)	RCC	SN: 630CB02EB062
UPS – Cyber Power 525SL (W/P)	RCC	SN: CGA2W1405969
CPU – Compaq Desk Pro NE 933 (DESC/P)	LAB	SN: 6123DYSZL850
Monitor Compaq 620 (DESC/P)	LAB	SN: 630CB02ED707
Printer HP Laser Jet 5 (W/P)	LAB	SN: USKB124509
Printer Canon BJC-240 (DESC/P)	LAB	SN: EEG28129

**NOTE:** The ADPE inventory office has removed all equipment with a purchase price cost of less than \$500.00, except for CPUs. These items are identified with an (\*) asterisk. The contractor shall maintain all equipment listed. If any items are unaccountable, the contractor must immediately contact the Contracting Officer for reimbursement cost on lost or damaged property.

**IN ACCORDANCE WITH THE PROVISIONS OF THE PWS, THE FOLLOWING IS PROVIDED TO THE CONTRACTOR AS STATED.**

### **3.9. GOVERNMENT FURNISHED MATERIAL**

<b>NOMENCLATURE</b>	<b>QTY</b>
Ground Wire	As Needed
Storage Boxes (Acct. Records)	As Needed
Lox/Nitrogen Capacity & Pressure Gauges	As Needed
File Envelopes (Accounting Documents)	Initial Issue (One Box – 12” x 9.5”)

### **3.10. GOVERNMENT FURNISHED 60-DAY BENCH STOCK**

3.10.1. The government will furnish the bench stock listed in Section 3.10 at the start of the contract (initial issue). After 60-days, the contractor shall be responsible for purchasing/providing all materials for the performance of the contract.

<b>NOMENCLATURE</b>	<b>NSN</b>	<b>QTY</b>	<b>Est. Annual Usage</b>
Plug, Tip	5935-00-572-5174SX	2	12
Strainer Element	4730-00-432-1223SX	2	24
Cap Assembly, 265	2590-00-239-5356	2	15
Cover Assembly	5340-00-965-7687	2	15
Strainer Element	4730-00-820-8661SX	2	2
Cap, Steel	5342-01-092-5342	2	2
Strainer Element	4730-01-094-0466SX	2	2
Clip, Electrical	5999-00-134-5844SX	2	30
Strainer Element	4730-01-288-4002SX	4	24
Strainer Elements	P/N-20071001G	4	12



## SECTION IV

### GENERAL INFORMATION

#### 4.1. CONTRACTOR PERSONNEL.

4.1.1. Contractor's Representative. The contractor shall provide a full-time on-site person who shall be responsible for the performance of this contract. The name of this person, and an alternate(s) who shall act for the contractor shall be designated in writing at the start of the contract to the Contracting Officer (CO) and as changes occur. The alternate shall have full authority to make decisions. The contractor shall provide an full-time on-site supervisor during second shift operations, normally 1530 - 2400 hours. Second shift supervisor shall be designated in writing at the start of the contract and be an individual authorized to represent and make decisions on behalf of the contractor. The contractor's representative and alternate shall have performed the duties as described in [AFI 23-201](#), paragraph 5.1.1. thru 5.1.4. and shall have a minimum of 2 years hands-on experience using the Fuels Automated System (FAS).

4.1.1.1. The contractor's representative or alternate shall have full authority to act for the contractor on all contract matters relating to the daily operation of this contract. The contractor shall provide telephone numbers of the individuals where these persons may be contacted.

4.1.1.2. The contractor's representative or alternate shall be available within 30 minutes during normal duty hours to meet on the installation with government personnel designated by the contracting officer to discuss problem areas. The contractor's representative or alternate shall be on-site during normal duty hours (0730-1630) and contingencies requiring work beyond normal duty hours. After normal duty hours, the contractor's representative or designated alternate(s) shall be available within one hour.

4.1.1.3. Mission Essential: All contractor personnel, with the exception of administrative function, shall be designated as mission essential and shall report for work during any periods requiring mission essential personnel.

4.1.1.4. The contractor shall appoint and provide, in writing, to the Fuels QAP office, a primary and alternate FAS administrator to perform duties outlined in the FAS Manual and [DESC Interim Policy and Procedural Guidance](#) for FAS. Duties to include loading of software upgrades to the Fuels Automated System.

NOTE: Fuels QAP office shall have full administrator privileges to FAS.

4.1.2. Contractor Employees. The contractor shall not employ personnel for work on this contract if such personnel are identified to the contractor by the Contracting Officer as a potential threat to the health, safety, security, and general well being or operational mission of the installation and its population.

4.1.2.1. Contractor personnel shall present a neat appearance and be easily recognized. This shall be accomplished by the wearing of distinctive clothing bearing the name of the company and the *employee's name*. The contractor shall be responsible for acquiring appropriate clothing for the needs of personnel engaged in actual fuel handling operations.

Clothing provided by the contractor IAW [AFI 23-201](#), para 3.2 shall be of the type which shall not generate nor store static electricity. The contractor shall furnish administrative personnel with an identifying badge, which shall include as a minimum, the persons name, the name of the contractor, and the words Fuels Management. Each employee shall wear the badge on the outer clothing on the front of the body between the neck and waist so that the badge is visible at all times. Sweat suits, halter-tops, shorts, shall not be worn during normal duty hours. Note: Blue jeans are permitted, however, they must present a neat appearance and not be ragged, torn, or faded in color.

4.1.2.2. The contractor shall ensure that employees have a current and valid professional certification before starting work. Contractor personnel required to perform mobile refueling operations shall possess a valid Commercial Drivers License (CDL), according to the class of vehicle being driven. In addition, drivers shall have flightline driving approval from Base Operation's prior to start of the basic contract period (AF Form 2293, US Air Force Motor Vehicles Operators Identification Card and [AF Form 483](#), Certificate of Competency). The contractor shall train and certify personnel in flightline and mobile refueling operations prior to performing these services. Certification of training shall be documented on an office memorandum and logged into the FAS Training Module.

4.1.2.3. The contractor shall not employ any person who is an employee of the United States Government if the employment of that person would create a conflict of interest, nor shall the contractor employ any person who is an employee of the Department of the Air Force, either military or civilian, unless such person seeks and receives approval according to the [DoD 5500.7-R, Joint Ethics Regulations](#) (JER). In addition, the contractor shall not employ any person who is an employee of the Department of the Air Force if such employment would be contrary to the policies contained in [AFI 64-106](#), Air Force Industrial Labor Relations Activities.

4.1.2.4. The contractor is cautioned that off-duty military personnel hired under this contract may be subject to permanent change of station (PCS), change in duty hours or deployment. Military Reservists and National Guard members may be subject to recall to active duty. The abrupt absence of these personnel could adversely affect the contractor's ability to perform. Their absence at any time shall not constitute an excuse for nonperformance under this contract.

4.1.2.5. The contractor is prohibited from employing Quality Assurance Personnel employed by the United States Government.

4.1.2.6. Control of Contractor Employees. The selection, assignment, reassignment, transfer, supervision, management, and control of contractor employees in performance of this work statement shall be the responsibility and prerogative of the contractor. The contractor shall comply with all the requirements set forth in this PWS and Wright-Patterson AFB regulations concerning conduct of employees as referenced herein.

4.1.2.7. Contractor personnel shall comply with directives pertaining to operation of privately owned vehicles on Wright-Patterson Air Force Base (Per [AFI 31-204](#), Air Force Motor Vehicle Traffic Supervision as supplemented).

4.1.3. Qualifications of Key Personnel. Contractor shall provide documentation validating the qualifications of Key Personnel to perform the tasks required by the PWS prior to the

Key Personnel performing the tasks. Contractor shall provide the documentation validating the completion of mandatory courses required by the PWS prior to the personnel performing the tasks listed in the PWS. Personnel shall not perform the tasks required in the PWS until the mandatory qualifications have been documented and provided to the Contracting Officer and the Fuels QAP. Documentation shall consist of the following:

4.1.3.1. Contractor's Representative – resume to document the performance of the duties described in [AFI 23-201](#), paragraph 5.1.1 thru 5.1.4 and a minimum of 2 years hands-on experience using the Fuels Automated System (FAS).

4.1.3.2. Alternate Contractor Representative – resume to document the performance of the duties described in [AFI 23-201](#), paragraph 5.1.1 thru 5.1.4 and a minimum of 2 years hands-on experience using the Fuels Automated System (FAS).

4.1.3.3. Second Shift Supervisor - resume to document a minimum of 2 years hands-on experience using the Fuels Automated System (FAS).

4.1.3.4. Quality Control and/or Lab Technician - course certificate for Fuels Quality Control Course, J3AZR2F051 or Army Quartermaster Petroleum Laboratory Specialist Course, 491-77-L10. Resumes shall not be accepted as proof of course completion.

4.1.3.5. Cryotainer Maintenance Individual - Cryotainer Maintenance Course, J3AZR2F051-005. Resumes shall not be accepted as proof of course completion.

4.1.3.6. Accountants - Air Education and Training Command Fuels Accounting Course and DESC FAS Course or the DESC Inventory Accounting Course and DESC FAS Course. Resumes shall not be accepted as proof of course completion.

## **4.2. ORIENTATION PERIOD:**

4.2.1. To ensure a smooth transition in the change of work effort from the current contract, the contractor shall begin orientation 20 workdays prior to the start of the contract. The purpose of this orientation is to:

- (1) Observe work accomplished by current employees.
- (2) Become thoroughly familiar with work requirements and work procedures.
- (3) Complete personnel requirements (work force) including the hiring of personnel to assure satisfactory performance beginning on the contract start date. Soliciting personnel for employment during their duty hours is prohibited, unless interview arrangements are made through the contracting and personnel offices at this installation.
- (4) Obtain security clearances, if required.
- (5) Complete training requirements and accomplish necessary training of contractor employees.
- (6) Complete the development of necessary work plans/procedures.
- (7) Complete the development of quality control plans and procedures.
- (8) Become thoroughly familiar with the computation method for withholding payments resulting from deficiencies exceeding the number allowed by the PWS.

4.2.2. The contractor shall be allowed access to the facilities to familiarize supervisors, key personnel with equipment, work scheduling and procedures. However, such access shall not interfere with the production efforts of current contract personnel. To preclude such interference, arrangements for access to the government facilities will be made with the CO. Access shall be limited to the following categories of personnel:

- (1) Contractor supervisory and clerical personnel.
- (2) Contractor equivalent of a government stock clerk.
- (3) Contractor foreman level personnel shall be permitted access to observe operations, work flow, priorities, scheduling, equipment handling, storage, parts, safety, security, etc.

### **4.3 PHASE OUT. Reference the Continuity of Services Clause (I-479) [FAR 52.237-3](#).**

### **4.4. HOURS OF OPERATIONS**

4.4.1. Normal Hours. The contractor shall perform work during the following hours:

4.4.1.1. Fuels Operations and RCC Control (Building 154, Area C):

4.4.1.1.1. Fuels Operations located in Building 154, Area C, shall be operational and physically manned 24 hours per day, seven days per week, (Monday through Sunday) including federal holidays. Physical manning for each shift shall be of sufficient numbers to meet all daily workload requirements, without exception. Daily workload requirements as specified in the PWS include, but are not limited to, paragraphs [1.3](#). and [1.6](#). in their entirety. Additionally, physical manning of all shifts shall be of sufficient numbers to ensure strict adherence to the two-person policy as specified in [AFI 23-201](#), paragraph 3.3. and [AFOSHSTD 91-38](#), paragraphs 2.4.4., 3.2.9., and 5.3.2.2.

4.4.1.1.2. RCC Control:

4.4.1.1.2.1. Responsibilities: RCC is the focal point for all fuels operations and acts as the single point of contact for the Fuels Management Branch, during other than normal duty hours. Primary communication with external organizations is by phone and emergency notification of real-world contingencies, incidents, accidents, weather warnings, etc... are received over the computer via the Automated Notification System. RCC's effectiveness is dependent on the physical presence of an individual to carry out the above duties while maintaining positive control over all fuels facilities and flightline operations.

4.4.1.1.2.2. Manning: Contractor shall provide sufficient manning, a minimum of one individual per shift, to ensure a continual physical presence in the RCC office 24 hours per day, seven days per week, (Monday through Sunday), including federal holidays. Furthermore, RCC controllers shall not be used to augment or supplement other fuel functions, if it would require the individual to leave the RCC office unmanned (without a physical presence). For example, the controller shall not be used as a second person to refill a fuel unit, act as a hydrant pumphouse operator, perform duties of laboratory safety person, etc... since this requires the RCC to be left unmanned (without a physical presence).

4.4.1.2. Fuels Management, RCC Accounting, Administration (Building 1, Area C), Compliance and Environmental, and Laboratory (Building 154, Area C): 0730-1630 hours, five days per week, Monday through Friday.

**NOTE:** Laboratory personnel are subject for recall after normal duty hours due to mission requirements at no additional cost to the government.

4.4.1.3. Normal hours of operations for Liquid Oxygen and Liquid Nitrogen at Bldg 4047, Area C, shall be from 0930 to 1200 hours, Monday through Friday and on call all times thereafter, including weekends.

4.4.1.4. Military Automated Service Station: In the event of computer failure or power outage at Building 304 (Area B) service station, customers shall be directed to use Building PB-29 (Area C) service station. If a computer failure or a power outage occurs at both stations, contract personnel shall provide mobile ground servicing equipment at Building PB-29 (Area C), 0930-1100 and 1430-1530.

4.4.1.5. Recognized Holidays. The contractor shall recognize the following holidays. The RCC Control/Fuels Operations Branch shall operate during these periods.

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Columbus Day
Presidents' Day	Veterans Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

**NOTE:** If the holiday falls on Saturday--Friday shall be observed. If the holiday falls on Sunday--Monday shall be observed.

4.4.1.6. Senior Management Meetings. Meetings may periodically be held between government and contractor management personnel to discuss contract status. The CO will notify the contractor in writing at least 5 days in advance of the place and time of required meetings.

4.4.1.7. Emergency Services. On occasion, services may be required to support an activation or exercise of contingency plans outside the normal duty hours. The contractor's responsibilities for emergency support are described in Section 1.6.

**4.5. RECORDS.** The contractor shall be responsible for creating, maintaining, and disposing of only those government required records that are specifically cited in this PWS or required by the provisions of a mandatory directive listed in [Appendix 2](#), Applicable Publications and Forms. If requested by the government, the contractor shall provide the original record, or a reproducible copy of any such record within 5 workdays of receipt of the request.

4.5.1. Computer Equipment And Software. At the conclusion of this contract, or in case of contractor default, all electronic files, forms and output products shall be provided to the Government in electronic format (e.g. Floppy disc, Readable CD, ZIP/Jazz Disc, compatible with existing government systems).

#### **4.6. ENVIRONMENTAL CONTROLS:**

4.6.1. Compliance with Laws and Regulations. The contractor shall be knowledgeable of and comply with all applicable interstate, Federal, State, and local laws, regulations, and

requirements regarding environmental protection. In the event environmental laws/regulations change during the term of this contract, the contractor is required to comply with such laws as they come into effect. If there is an increase or decrease in cost as a result of the change, the contractor shall inform the CO pursuant to notice requirements of [FAR 52.243-7](#) and negotiate a modification to the contract.

4.6.2. Notification of Environmental Spills. If the contractor spills or releases any substance contained in [40 CFR 302](#) into the environment, the contractor or its agent shall report the incident to the Emergency Response Team at 911 IAW paragraph 4.6.5. below. The liability for the spill or release of such substances rests solely with the contractor and its agent, as determined by the Contracting Officer. These cost shall include, but not be limited to the following:

- a. Base Fire Department costs for standing by or First Response Actions.
- b. Base Spill Teams Costs for containment and clean-up.
- c. Office of Environmental Management cost to contract spill containment and clean-up.
- d. Damage repair costs to government and private property.

4.6.3. Installed Equipment. The contractor shall fully operate all equipment that is installed for environmental protection purposes (to include, but not limited to, product recovery, oil-water separator, etc).

4.6.4. Contractor Containment and Cleanup of Fuel Spills. The contractor shall place fuel absorbent material on all spills that occur in the contractor's operating area (regardless of cause or fault) that meet the following criteria:

- a. Less than 25 gallons and has not percolated into the substrate.
- b. Requiring containment and cleanup to protect property and water sources (ground water is included as a water source).

Sufficient material shall be used to entirely absorb all the spilled product. The contractor shall containerize the spill debris in appropriate container meeting the necessary requirements IAW [40 CFR Section 260-268](#). The contractor shall affix the appropriate labels on the container and notify the 88th ABW/EM at 7-7152 for disposal instructions.

4.6.5. Spill Notification. The contractor shall notify to the Wright-Patterson AFB Fire Dispatcher upon discovery of any spill greater than 5 gallons, IAW Oil and Hazardous Substance Integrated Contingency Plan (Red Plan). This shall be done by dialing 911 on any base telephone line. The following information shall be provided to the 911 operator:

- a. Name.
- b. Location.
- c. Type of Emergency.
- d. Material Spilled.
- e. Estimated Quantity Spilled.
- f. Information on whether the spill is continuing or has been stopped.

4.6.6. Extent of Fuel Spill Clean-Up and Damage Repair. The extent of all fuel spill containment and clean-up shall be determined by the Environmental Response Team. The extent of the damage repair shall be as requested by the custodian of the property affected. If the contractor feels any request is excessive, he shall notify the contracting officer in writing for a determination as soon as possible. At no time shall the contractor attempt to modify the work being performed during a remediation activity being undertaken by the Office of Environmental Management.

**4.7. MATERIAL STORAGE AND USE.** The contractor shall follow manufacturers guideline and professional recommendations for control of humidity, temperature, cleanliness, and materials handling. This includes hazardous materials.

**4.8. GOVERNMENT OBSERVATIONS.** Government personnel, other than COs and QAP(s), may from time-to-time, with CO coordination, observe or inspect contractor operations. However, these personnel may not interfere with contractor performance.

**4.9. SAFETY REQUIREMENTS.** In performing work under this contract, the contractor shall:

4.9.1. Conform to the safety requirements contained in the contract for all activities related to the accomplishment of the work.

4.9.2. Take such additional immediate precautions as the CO may reasonably require for safety and mishap prevention purposes.

4.9.3. Develop and provide at the start of the orientation period a stand-alone Safety Plan for the protection of government facilities and property and to provide a safe work environment for contractor personnel. The contractor shall submit a detailed written Safety Plan to the contracting officer at the pre-performance conference. The contractor agrees not to deviate or make changes to the plan without prior review and acceptance by the contracting officer. The Safety Plan shall include, but not be limited to:

- a. Safety Policies, Objectives and Standards.
- b. Job and Task Hazard Analysis.
- c. Safety Training.
- d. Inspection Requirements.
- e. Hazard Reporting.
- f. Accident Investigation and Reporting Procedures.

4.9.4. The contractor shall require subcontractors to comply with the safety provisions of this contract.

4.9.5. Record and report (within one hour) to the Contracting Officer or designated government representative (GR) all available facts relating to each instance of damage to government property or injury to either contractor or government personnel.

4.9.6. In the event of an accident/mishap, take reasonable and prudent action to establish control of the accident/mishap scene, prevent further damage to persons or property, and preserve evidence until released by the accident/mishap investigative authority through the CO.



4.9.7. If the government elects to conduct an investigation of the accident/mishap, the contractor shall cooperate fully and assist government personnel in the conduct of investigation until the investigation is completed.

4.9.8. Accident/Incident Reporting and Investigation. The contractor shall notify the QAPs within one (1) hour of any incidents/accidents involving government owned property, or an injury to contract personnel. A detailed report to the contracting officer and the Fuels QAP shall be provided within twenty-four (24) hours of such incident/accident. All contractor employees are considered to be employees in a sensitive position. Therefore, the contractor is required to maintain a program for achieving a drug-free work force. All personnel involved in or suspected of drug usage, shall be relieved of duty immediately pending completion of investigation. REF: [DFARS clause 252.223-7004](#) DRUG-FREE WORK FORCE.

4.9.9. Known hazardous conditions applicable to this project are identified in the T.O.s with appropriate "caution" or "warning" statements. The contractor shall assure that review is made of the T.O.s to identify completely and in sufficient detail the hazardous conditions recognized. Prior to beginning work, all concerned personnel shall be apprised of the dangers involved, and the proper safeguards required.

4.9.10. Should hazardous conditions arise during the course of this work, which have not been recognized in the applicable T.O.s or by this section, contractor shall be directed by the contractor's representative or his designated representative, to cease work immediately, and notify the CO. Work recognized as being hazardous shall not be resumed until the CO provides direction to the contractor concerning the hazardous situation.

4.9.11. Industrial Safety Requirements.

4.9.11.1. Fire extinguishers are provided for the protection of government property.

4.9.11.2. Aircraft servicing operations shall be IAW [T.O. 00-25-172](#) in its entirety.

4.9.11.3. Personnel engaged in any type of fuel handling operation shall be prohibited from wearing finger rings, ear rings, or any loose jewelry. REF: [AFOSH Standard 91-38](#) and [AFOSH Standard 91-501](#).

4.9.11.4. Personnel clothing requirements shall be IAW [AFOSH Standard 91-501](#).

4.9.11.5. Weather advisories shall be communicated through base operations Automated Notification System (ANS). RCC Control shall take appropriate action to notify all fuels sections of the weather advisory and log actions taken on the Fuels Control Log.

4.9.11.6. The contractor shall designate in writing, during the orientation period, to the CO and Fuels QAP office, a Safety Monitor to act as point of contact for safety matters and to implement the Contractors Safety Plan.

4.9.11.7. The contractor, in accordance with the Base Bioenvironmental Engineer and Base Safety Office, shall designate those tasks and working areas requiring personal protective equipment in those tasks and areas designated by applicable regulations.



4.9.11.8. Contractor personnel shall leave ignition keys in refueling units when units are parked on the airfield ([AFOSH Standard 91-100](#), paragraph 6.4.5.3.).

4.9.11.9. Corrective actions shall be taken when leaks or spills are detected during fuel receipts, transfer, or fueling operations. If the above is detected, operations shall be suspended immediately. The contractor shall comply with the actions outlined in [AFOSH Standard 91-38](#) and [AFOSH Standard 91-501](#).

#### **4.10. QUALITY CONTROL.**

4.10.1. Quality Control Program. In compliance with the clause entitled "Inspection of Services" [FAR 52.246-4](#), Inspection of Services-Fixed Price, the contractor shall establish and maintain a complete Quality Control Plan to ensure the requirements of this contract are provided as specified. The CO will notify the contractor of acceptance or required modifications to the plan before the contract start date. The contractor shall make appropriate modifications (at no additional costs to the government) and obtain acceptance of the plan by the CO before the start of the first operational performance period. One copy of the contractor's Quality Control Plan shall be submitted with the contractor's technical proposal. An updated copy must be provided to the contracting officer on the first day of the orientation period and as changes occur. The government will monitor contractor compliance with the quality control plan. The plan shall include, but not limited to the following:

4.10.1.1 Inspection System. A description of the inspection system covering all services listed in [Section 2, Service Summary](#). It shall specify the frequency of inspections and titles of the individuals who shall perform the inspection and their organizational placement.

4.10.1.2. Deficiency Prevention. A description of the methods for identifying and preventing defects in the quality of service performed before the level becomes unacceptable.

4.10.1.3. Inspection Files. A description and sample of the inspection records to be kept to document all inspections conducted by the contractor and the necessary corrective or preventative actions taken. This documentation shall be made available to the Government during the term of the contract and for the period after contract completion until final settlement of any claims under this contract. The inspection and corrective actions records shall be maintained at a location or locations designated in the contractor's quality control plan.

4.10.1.4. Complaint. A customer complaint feedback system for identification and correction of complaints. All customer complaints shall be acknowledged and reported to the QAP within one workday after receipt of complaint. Each customer complaint reported to the QAP shall have a scheduled completion date subject to QAP approval. The contractor shall make available to each customer the AF Form 714, Customer Complaint Record. The name, location, address, and phone number of the QAP shall be posted in readable format for easy customer identification in a publicly accessible location in the contractor area. The contractor's representative shall collect all AF Forms 714 at the end of the workday and forward them to the QAP not later than close of business the next

workday. The Quality Control Plan shall be updated, at no additional cost to the government, as required to preclude a recurrence of the complaint.

4.10.2. Key Control Procedures. See paragraph 4.12, below for specific requirements.

**4.11. QUALITY ASSURANCE.** According to the Inspection of Services Clause-Fixed Price Clause, [FAR 52.246-4](#), Part 1, Section E, Clause E-5, the government will evaluate the contractor's performance under this contract. For those tasks listed on the [Service Summary \(SS\) \(Section 2\)](#), the QAP or evaluators will follow the methods of surveillance specified in the contract and [AFI 63-124](#), Performance-Based Service Acquisition (PBSA). All surveillance observations will be recorded by the government. When an observation indicates defective performance, the QAP will require the contractor's representative to initial the observation indicating acknowledgment of deficiency. The initialing of the observation does not necessarily constitute contractor concurrence with the observation, only acknowledgment that the contractor has been made aware of the defective performance. Government surveillance of tasks not listed in the SS or by methods other than those listed in the SS (such as provided for by the Inspection of Services clause) may occur during the performance period of this contract. Such surveillance will be done according to standard inspection procedures or other contract provisions. Any action taken by the CO as a result of surveillance will be according to the terms of this contract.

4.11.1. Performance Evaluation Meetings. The contractor's representative may be required to meet at least weekly with the QAP and the CO during the first month of the contract. Meetings shall be as often as necessary thereafter as determined by the CO. However, if the contractor requests, a meeting shall be held whenever a CDR is issued. The written minutes of all performance evaluation meetings will be prepared by the government and signed by the contractor's representative, CO, and QAP. Should the contractor non-concur with the minutes, the contractor shall so state any areas of non-concurrence in writing to the CO within 10 calendar days of receipt of the signed minutes. The minutes and any contractor comments shall be included in the contract file.

4.11.2. Quality Assurance Person: The government will evaluate the contractor's performance. The QAP and designated alternates are representative(s) of the CO and shall participate in the administration of this contract. The identity of the QAP with a brief resume of their duties and authority will be promptly furnished to the successful bidder/offeror.

4.11.2.1. The QAP will inform the contractor when discrepancies occur and will request corrective action. The QAP or alternate will make a notation of the discrepancy on their tally/surveillance checklist with the date and time the discrepancy was noted and request the contractor initial the entry and provide the appropriate corrective action.

**4.12. KEY CONTROL.** The contractor shall establish and implement methods of ensuring that all keys/key cards issued to the contractor by the government are not lost or misplaced and are not used by unauthorized persons. **NOTE:** All references to keys include key cards. No keys issued to the contractor by the government shall be duplicated. The contractor shall develop procedures covering key control that shall be included in the Quality Control Plan and shall be referenced in the property control plan required by the government property clause of the contract. Procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas.

4.12.1. The contractor shall immediately report the occurrences of lost or duplicate keys to the QAP and CO.

4.12.2. In the event keys, other than master keys, are lost or duplicated the contractor shall, upon request of the CO, rekey or replace the affected lock or locks; however, the government, at its option, may replace the affected lock or locks or perform rekeying. When the replacement of locks or rekeying is performed by the government, the total cost of rekeying or the replacement of the lock or locks shall be deducted from the monthly payment due the contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the government and the total cost deducted from the monthly payment due the contractor.

4.12.3. The contractor shall prohibit the use of keys issued by the Government to any persons other than the contractor's employees. The contractor shall prohibit the opening of locked areas by the contractor's employees to permit entrance of persons other than authorized personnel engaged in performance of work requirements in those areas.

#### **4.13. SECURITY REQUIREMENTS.**

4.13.1. The contractor's representative or alternate shall complete an "Application for AFMC ID Card ([AFMC Form 496](#))" for each employee of the contractor requiring access to Wright-Patterson Air Force Base. The requests shall be submitted to Pass and Registration (Building 286). The government will provide a completed "AFMC Identification Credential (AFMC Form 387)" and "Visitor/Vehicle Registration (AF Form 75)" which shall be issued, displayed, and surrendered as directed in AFI 31-101, The Air Force Installation Security Program (FOUO).

4.13.2. The contractor's representative or alternate shall complete an "Unescorted Entry Authorization Certificate ([AF Form 2586](#))" for each employee requiring entry into controlled areas. The request shall be submitted to Pass and Registration (Bldg. 286). The Government will provide an "AF Entry Control Card, AF Form 1199)." The credentials shall be displayed and surrendered as directed in AFI 31-101.

4.13.3. The contractor shall request restricted area badges for employees according to AFI 31-101, The Air Force Installation Security Program (FOUO).

4.13.4. The contractor must possess or obtain a facility clearance at the classification level of SECRET. The government will request a facility clearance if the potential contractor does not possess a facility clearance. The contractor shall apply for personnel security clearances within five (5) days after receipt of the facility clearance or within five (5) days after award of the contract if the contractor possesses a facility clearance. The government will conduct and assume the costs for background investigations for required clearances.

#### **4.13.5. Reserved.**

4.13.6. The following shall require individual security clearances at the level of SECRET: Contractor Representative, and Alternate Contractor Representative. Additionally, the contractor shall ensure that sufficient personnel have appropriate security clearances to meet and maintain requirements.

4.13.7. Contractor Security Requirement. The contractor is required to comply with all security regulations and directives as identified herein and other security requirements as are shown elsewhere in this contract. The contractor shall comply with [DD Form 254](#), DoD Contract Security Classification Specification, attached to this contract.

4.13.8. Safeguarding Classified Information. The contractor shall sign an agreement stipulating the security requirements of this contract as provided for in [AFI 31-601](#), Industrial Security Program Management. The contractor shall conform to the provisions of [DoD5220.22-M](#), National Industrial Security Program, for safeguarding classified information and shall provide for obtaining SECRET security clearances for contractor and subcontractor employees requiring access to classified information. Only those persons who have the proper security clearance and a "need to know" according to the performance work statement under this contract shall be given access to classified information or material. The contractor must initiate application for security clearances for personnel not later than 5 calendar days prior to the start of the first operational performance period.

**4.14. EMPLOYEE TRAINING.** The contractor shall ensure that personnel are trained for the operations and responsibilities as specified in the PWS.:

4.14.1. Formal Training: Formal training to be provided by the government may be required at various times during the period of this contract due to mission/systems upgrades. Quotas in government training courses will be made available to the contractor when justified by the government through the QAP. Government quarters, dining facilities, and transportation shall be utilized when appropriate, as determined by FD/FC or CO. Statement of non-availability of Government quarters as issued by the government shall be required. All other costs, such as transportation and Temporary Duty (TDY), shall be reimbursable to the contractor IAW Federal Acquisition Regulation ([FAR](#)) [31.205-46](#) Travel Costs. The employee's salary while in training status, and that of any substitute employee, shall be at contractor's expense. The contractor shall pay to train additional employees in cases of dismissal, termination of employment, and/or promotion of contractors' employees.

4.14.2. Informal Training: The following training will be provided at Wright-Patterson AFB by the Government at no cost to contractor and is mandatory, unless otherwise indicated. Requests to attend training courses shall be submitted to the FD/FC and CO in-turn no later than 60 days after start date unless mandatory completion dates dictate otherwise. The contractor shall not be compensated for man-hours expended during this training. Upon course completion, provide documentation to QAP. Courses identified by an \* are Web Based and can be accessed through the internet.

4.14.2.1 <u><b>Type of Training</b></u>	<u><b>Attended By</b></u>
* Functional Area Records Manager (FARM)	All FARM(s)
Real Property Building Manager	All building managers
* Customer Account Representative (General)	Individuals maintaining technical orders and publications

* Automatic Data Processing Equipment (ADPE) Management (Government Furnished)	Individual responsible for ADPE equipment
Fire Extinguisher Training	All individuals engaged in operations that may use a portable extinguisher
Traffic Safety Training	Base Drivers
Emergency Generator Training	All Fuels personnel
Emergency Response and Contingency Plan Familiarization Training	All Fuels personnel
Base Level Supply Customer Training ( <a href="#">AFMAN 23-110 Vol. II, Pt 2 Chap 22</a> )	Primary/Alternate Equipment custodians

## SECTION V

### APPENDIX 1

#### ESTIMATED WORKLOAD DATA

##### A.1. WORKLOAD ESTIMATES

A.1.1. **Estimated Aircraft Refueling Workload:** 5,620 Aircraft Servicing Per Year/468 Per Month.

##### A.1.2. Estimated Fuel Servicing by Priorities:

Priority #1	Priority #2	Priority #3
3%	37%	60%

A.1.2.1. **NOTE:** The workload estimates vary from month to month due to mission requirements. The contractor shall provide enough coverage to support the daily requirements based upon data provided. Due to variable mission requirements, at no time shall insufficient personnel be the cause for failure to support these requirements.

A.1.2.2. **NOTE:** The contractor shall respond to all base emergencies, such as fire, crash/rescue, natural disaster, and military disaster preparedness exercises. Contractor shall submit a recall plan with names and phone numbers of key personnel within 10 working days after contract award and as changes occur, to the QAP(s) or Contracting Officer.

A.1.2.3. **NOTE: VARIATION IN WORKLOAD.** At the end of option period II, if aircraft servicing vary above or below 10 percent from the estimated workload provided in paragraph A.1.1. an equitable adjustment may be initiated by either the contractor or government which will be effective for the remaining option periods. Any increase or decrease in price shall be based on the net increase or decrease in this workload during the specified period. Adjustment to the contract price shall be made only for that portion of the total net increase or decrease.

A.1.2.4. **NOTE:** Dayton Air Show Aircraft Servicings estimated at 94 (Included in Total Aircraft Servicings per Year).

A.1.3. **Estimated Ground Fuel Workload:** 1,522 Servicing Per Year/127 Per Month.

##### A.1.4. Average Product Receipts per month are as follows:

a.	JP-8	121 Commercial Trucks
b.	Mogas (MUM)	2 Commercial Trucks
c.	DL-1	1 Commercial Truck
d.	Bio-Diesel	3 Commercial Trucks
e.	E-85	1 Commercial Truck
f.	Liquid Nitrogen	1 Commercial Truck
g.	Liquid Oxygen	1 Commercial Truck
h.	Helium	1 Commercial Truck

\*Per Year

A.1.4.1. **NOTE:** Present mode of receipt is by tank truck, however, if the tank trucks are discontinued, average receipts by Pipeline is estimated at 39 per year. Either mode of receipt is at no additional cost.

A.1.4.2. **NOTE:** E-85 will offset some of the mogas figures; however, the total commercial receipts for combined products will remain the same.

**A.1.5. ESTIMATED USAGE.**

<b>PRODUCT</b>	<b>CONSUMPTION PER YEAR</b>
1. JP-8	11,471,252 GALLONS
2. * MOGAS UNLEADED MEDIUM	167,023 GALLONS
3. DIESEL LOW SULFUR (DL-1)	124,838 GALLONS
5. BIO-DIESEL	288,167 GALLONS
6. E-85	46,267 GALLONS
7. DEICING FLUID	24,820 GALLONS
8. LIQUID OXYGEN (LOX)	44,160 GALLONS
9. LIQUID NITROGEN (LN2)	15,646 GALLONS

A.1.5.1. **NOTE:** JP-8 Gallonage includes approximately 94,427 Gallons issued at the Dayton Air Show

## **APPENDIX 2**

### **APPLICABLE REGULATIONS, MANUALS, TECHNICAL ORDERS, SPECIFICATIONS, AND FORMS**

**A.2.1. DOCUMENTS APPLICABLE TO THIS PERFORMANCE WORK STATEMENT (PWS) ARE LISTED BELOW.** The listed publications and an initial supply of listed forms will be furnished at the start of the first operational performance period. It is the responsibility of the contractor to establish follow-on requirements with the Publication Distribution Office. Supplements or amendments to these publications may be issued during the life of the contract and it is the contractor's responsibility to ensure that all publications are posted and up-to-date. Compliance shall be in accordance with the following:

A.2.1.1. All tasks set forth in the PWS are the responsibility of the contractor except where wording of the PWS explicitly makes the performance a government responsibility. It is recognized that in conjunction with many tasks set forth therein reference is made to Department of Defense, Air Force, Air Force Materiel Command, and other directives, regulations, manuals, pamphlets, technical orders, instructions, and other guidance. It is also recognized that because such referenced documents have been written with a view toward performance by government personnel they may contain language which indicates performance is to be by government personnel. Whenever such directives, regulations, manuals, pamphlets, technical orders, instructions, and other guidance are referenced, the contractor is to use such references as direction as appropriate in the performance of the required duties set forth herein and in other sections of the PWS as if such references had been written toward performance by contractor personnel.

A.2.1.2. The contractor shall be bound to perform the PWS by accomplishing the tasks set forth therein and in the cited references in the manner set forth therein and in the cited references to the extent required by this section of the PWS provided that:

A.2.1.2.1. Should there be a conflict between the PWS and references set forth therein, the PWS shall have precedence.

A.2.1.2.2. Should there be a conflict between or among two or more such references, those issued by a higher authority shall control over those issued by a lower authority; and between or among those issued at the same level of authority, those with a later date of issue shall control over those with earlier dates of issue.

A.2.1.2.3. Any duty set forth in such reference which shall call for the exercise of non-delegable discretionary governmental authority shall be subject to the final approval of the government official having such authority, notwithstanding that the contractor may be required thereby to perform duties and render advice at a level below such final approval.

A.2.1.3. Further, the contractor shall perform in accordance with all such referenced directives, regulations, manuals, pamphlets, technical orders, instructions, and other guidance as they may be from time to time revised, supplemented or amended. Any increase or decrease in cost of performance occasioned by such revisions, supplements, or amendments shall form the basis for an equitable adjustment, subject to negotiation in accordance with the provisions of this contract. The contractor shall immediately



implement those revisions, supplements or amendments which shall result in no change in contract price. However, prior to implementing any such revision, supplement, or amendment that shall result in a change in contract price, the contractor shall submit to the Contracting Officer (CO) a not-to-exceed (NTE) price proposal or a not less than (NLT) credit proposal therefore and obtain the prior approval of the CO. Said proposals shall be submitted within 30 calendar days from the date the contractor receives notice of the revision, supplement, or amendment giving rise to the change in the cost of performance.

A.2.1.4. It is hereby agreed that failure of the contractor to submit an NTE price proposal within 30 calendar days from the date of receipt of any revision, supplement, or amendment to any referenced directive, regulation, manual, pamphlet, technical order, instruction, or other guidance shall entitle the Government to performance in accordance with such revision, supplement, or amendment at no increase in contract price.

A.2.1.5. Applicable publications and forms shall be furnished to the contractor at the start of the first operational performance period. Most publications, technical orders and forms are accessible through the Air Force Electronic Publishing Library (AFEPL) by use of the Electronic Transactions System (ETS), or other electronic media. Reference website for AFEPL: <http://www.e-publishing.af.mil/>

A.2.1.6. Due to the closure of all USAF Publications Distribution Offices (PDOs), it is the responsibility of the contractor to establish initial and follow-on requirements for items unavailable electronically. An [AF Form 1846](#), Request for and Record of Organizational Account is sent to Air Force Publishing by the contractor for establishment of customer accounts for receipt of publications and forms. Reference is made to this website: <http://afpubs.hq.af.mil/subscription/profilenew.asp> for further information.

A.2.1.7. **DATES OF PUBLICATIONS APPLICABLE TO THIS CONTRACT:** The content of the most currently dated of any referenced directives, regulations, manuals, pamphlets, technical orders, instructions, supplements or other guidance as they may from time-to-time be revised, or amended, shall be considered as the direction for performance.

<b>Publication Number</b>	<b>Publication Title</b>
<a href="#"><u>AFMAN 23-110</u></a>	USAF Supply Manual
<a href="#"><u>AFI 23-111</u></a>	Management of Government Property in Possession of the Air Force
<a href="#"><u>AFI 23-201</u></a>	Fuels Management
<a href="#"><u>AFI 23-204</u></a>	Organizational Fuel Tanks
<a href="#"><u>AFJI 23-207</u></a>	Aviation Fuel and Oil Issues to Contract, Charter, and Civil Aircraft
<a href="#"><u>AFJMAN 23-209</u></a>	Storage & Handling of Hazardous Materials
<a href="#"><u>AFMAN 23-220</u></a>	Reports of Survey for Air Force Property
<a href="#"><u>AFPAM 23-221</u></a>	Fuels Logistics Planning
<a href="#"><u>AFI 23-502</u></a>	Recoverable and Unusable Liquid Petroleum Products
<a href="#"><u>AFI 24-301</u></a>	Vehicle Operations
<a href="#"><u>AFI 24-302</u></a>	Vehicle Management
AFI 31-101	The Air Force Installation Security Program
<a href="#"><u>AFI 31-401</u></a>	Information Security Program Management
<a href="#"><u>AFPD 32-20</u></a>	Fire Emergency Services
<a href="#"><u>AFPD 32-70</u></a>	Environmental Quality
<a href="#"><u>AFI 32-2001</u></a>	The Fire Protection Operations and Fire Prevention Program
<a href="#"><u>AFI 32-7044</u></a>	Storage Tank Compliance
<a href="#"><u>AFI 32-7080</u></a>	Pollution Prevention Program
<a href="#"><u>AFI 33-322</u></a>	Records Management Program
<a href="#"><u>AFI 33-360, Vol. 1</u></a>	Air Force Content Management Program--Publications
<a href="#"><u>AFMAN 37-123</u></a>	Management of Records
<a href="#"><u>AFI 37-138</u></a>	Records Disposition Procedures and Responsibilities

<b>Publication Number</b>	<b>Publication Title</b>
<a href="#"><u>AFRIMS</u></a>	AF Records Information Management System (Disposition Schedule)
<a href="#"><u>AFOSH STD 48-8</u></a>	Controlling Exposures to Hazardous Materials
<a href="#"><u>AFOSH STD 48-22</u></a>	Occupational Exposure to Hazardous Chemicals in Laboratories
<a href="#"><u>AFOSH STD 48-137</u></a>	Respiratory Protection Program
<a href="#"><u>AFI 90-901</u></a>	Operational Risk Management
<a href="#"><u>AFOSH STD 91-25</u></a>	Confined Spaces
<a href="#"><u>AFOSH STD 91-38</u></a>	Hydrocarbon Fuels - General
<a href="#"><u>AFOSH STD 91-46</u></a>	Materials Handling And Storage Equipment
<a href="#"><u>AFOSH STD 91-66</u></a>	General Industrial Operations
<a href="#"><u>AFOSH STD 91-67</u></a>	Liquid Nitrogen and Oxygen Safety
<a href="#"><u>AFOSH STD 91-68</u></a>	Chemical Safety
<a href="#"><u>AFOSH STD 91-100</u></a>	Aircraft Flight Line Ground Operations and Activities
<a href="#"><u>AFI 91-202</u></a>	The U.S. Air Force Mishap Prevention Program
<a href="#"><u>AFI 91-207</u></a>	The U.S. Air Force Traffic Safety Program
<a href="#"><u>AFI 91-301</u></a>	Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program
<a href="#"><u>AFI 91-302</u></a>	Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Standards
<a href="#"><u>AFOSH STD 91-501</u></a>	AF Consolidated Occupational Safety Standard
<a href="#"><u>UFC 3-460-03</u></a>	Operation & Maintenance of Petroleum Systems
<a href="#"><u>UFC 3-460-01</u></a>	Design: Petroleum Fuel Facilities
<a href="#"><u>AFMCIND 2</u></a>	Numerical Index of AFMC Publications
<a href="#"><u>AFMCIND 9</u></a>	Numerical Index of Forms

<b>Publication Number</b>	<b>Publication Title</b>
<a href="#"><u>WPAFBIND 2</u></a>	Numerical Index of ASC and WPAFB Publications
<a href="#"><u>WPAFBI 13-201</u></a>	Airfield Operations
<a href="#"><u>WPAFBPAM 32-2</u></a>	Real Property Building Manager
<a href="#"><u>WPAFBI 32-2001</u></a>	Fire Prevention Program
<a href="#"><u>DODM 4000-25-6M</u></a>	DOD Activity Address Directory (DoDAAD)
<a href="#"><u>DOD 4140.25-M Vol I-IV</u></a>	DOD Management of Bulk Petroleum Products, Natural Gas and Coal
DOD 4140.25-M Vol V	Management of Bulk Petroleum Products, Storage and Distribution Facilities
<a href="#"><u>MIL-STD-3004A</u></a>	Quality Surveillance for Fuels, Lubricants, and Related Products
<a href="#"><u>MIL-HDBK-201B</u></a>	Petroleum Operations

## AIR FORCE TECHNICAL ORDERS (T.O.)

Technical Order	Title
0-1-02	General Technical Order System
<a href="#">00-5-1</a>	AF Technical Order System
<a href="#">00-20-1</a>	Aerospace Equipment Maintenance Inspection, Documentation, Policy and Procedures
<a href="#">00-25-172</a>	Ground Servicing of Aircraft and Static Grounding/Bonding
<a href="#">00-25-172CL-1</a>	Checklist Concurrent Fuel Servicing of Commercial Contract Cargo and Passenger Aircraft
<a href="#">00-25-172CL-2</a>	Checklist Concurrent Servicing Commercial Contract Cargo Aircraft
<a href="#">00-25-172CL-4</a>	Checklist Aircraft Servicing with USAF Servicing Vehicles (R-5, R-9, R-11)
<a href="#">00-35D-54</a>	USAF Deficiency Reporting And Investigating System
<a href="#">33D2-10-60-1</a>	Cryogenic Sampler
35-1-3	Corrosion Prevention, Painting and Marking USAF Support Equipment
35E22-5-5-1	Air Purging Unit GSU-62-M for Liquid Oxygen Storage Tanks
<a href="#">36-1-191</a>	Technical and Managerial Reference for Motor Vehicle Maintenance
36A11-10-15-1	400 Gallon Trailer Mounted Tank
36A11-10-27-1	400 Gallon Trailer Mounted Tank
36A12-13-17-31	Operation, Maint Instr Truck, Tank, Fuel Servicing Type R-9 (Kovatch)
36A12-13-17-91	Operation and Operators Maintenance Instr - Truck, Tank, Acft Refueling Type R-11 (Kovatch)
36A12-13-31-1	Truck, Aircraft Refueling Hydrant Hose - Model HSV-12-AF
36A12-13-31-1CL-1	Checklist Operational and Organizational Maintenance Refuel/Defuel Procedures for HSV-12-AF

Technical Order	Title
36A12-13-36-1	Truck, Aircraft Refueling, Hydrant A/S 32R-12
36A12-13-38-1	Fuel Servicing Tank Truck A/S 32R-11
<a href="#">37-1-1</a>	General Operation and Inspection of Installed Fuel Storage and Dispensing Systems
<a href="#">37A-1-101</a>	Fuel, Water, and Lubricant Dispensing Equipment
37C2-8-1-116WC-1	Periodic Inspection Work Cards Non-Powered Aerospace Ground Equipment, LOX, LIN
37C2-8-17-1	Operation, Service and Repair, 2000 Gallon Liquid Nitrogen Tank TMU-7A/E
37C2-8-17-3	Overhaul Instructions, 2000 Gallon Liquid Nitrogen Tank TMU-7A/E
37C2-8-17-4	IPB, 2000 Gallon Liquid Nitrogen Tank TMU-7A/E
37C2-8-22-1	Operations and Service Instructions 2000 Gallon Liquid Oxygen/Nitrogen Tank
37C2-8-22-3	Repair & Overhaul Instructions, Instructions 2000 Gallon Liquid Oxygen/Nitrogen Tank
37C2-8-22-4	IPB, 2000 Gallon Liquid Oxygen/Nitrogen Tank
37C2-8-33-1	Operations and Maintenance Instructions, TMU-35/E 2000 Gallon Liquid Nitrogen Storage Tank
37C2-8-33-3	Overhaul Instructions, TMU-35/E 2000 Gallon Liquid Nitrogen Storage Tank
37C2-8-33-4	IPB, TMU-35/E 2000 Gallon Liquid Nitrogen Storage Tank
37C2-8-36-1	Operations and Maintenance Instructions, TMU-20/E, 5000 Gallon Oxygen Tank
37C2-8-36-3	Overhaul Instructions, TMU-20/E, 5000 Gallon Liquid Oxygen Tank
37C2-8-36-4	IPB, TMU-20/E, 5000 Gallon Liquid Oxygen Tank
<a href="#">42B-1-1</a>	Quality Control of Fuels and Lubricants

Technical Order	Title
<a href="#">42B-1-16</a>	Receipt Storage and Handling of Liquid Propellants
<a href="#">42B-1-23</a>	Management of Recoverable, and Waste Liquid Petroleum Products
<a href="#">42B1-1-14</a>	Fuels for USAF Aircraft
<a href="#">42B6-1-1</a>	Quality Control of Aviator's Gaseous Breathing Oxygen
42B7-3-1-1	Quality Control of Nitrogen
<a href="#">42C-1-2</a>	Anti-Icing, De-Icing and Defrosting of Parked Aircraft
<a href="#">42C-1-12</a>	Quality Control of Chemicals

### APPENDIX 3

**A.3.1. GOVERNMENT FURNISHED VEHICLES.** The Government will furnish the following government-owned vehicles per the provisions specified in [Section 3.3](#) of this PWS.

A.3.1.1. Jet Fuel Servicing Vehicles:

Type	Registration Number	NSN	Qty
R-11	97L-374	2320-01-373-3439	8
	97L-375		
	97L-376		
	97L-377		
	98L-029		
	05L-062		
	05L-161		
	05L-164		
	91L-390	2320-01-239-5371	1
HSV-12AF (R-12)	86L-928	2320-01-204-7606	2
	87L-298		
	02L-040	2320-01-478-5095	2
	02L-016		

A.3.1.2. Ground Fuel Servicing Vehicles:

C-300	83C-046	2320-01-036-9603	3
	04C-042	2320-01-131-4291	
	04C-116		

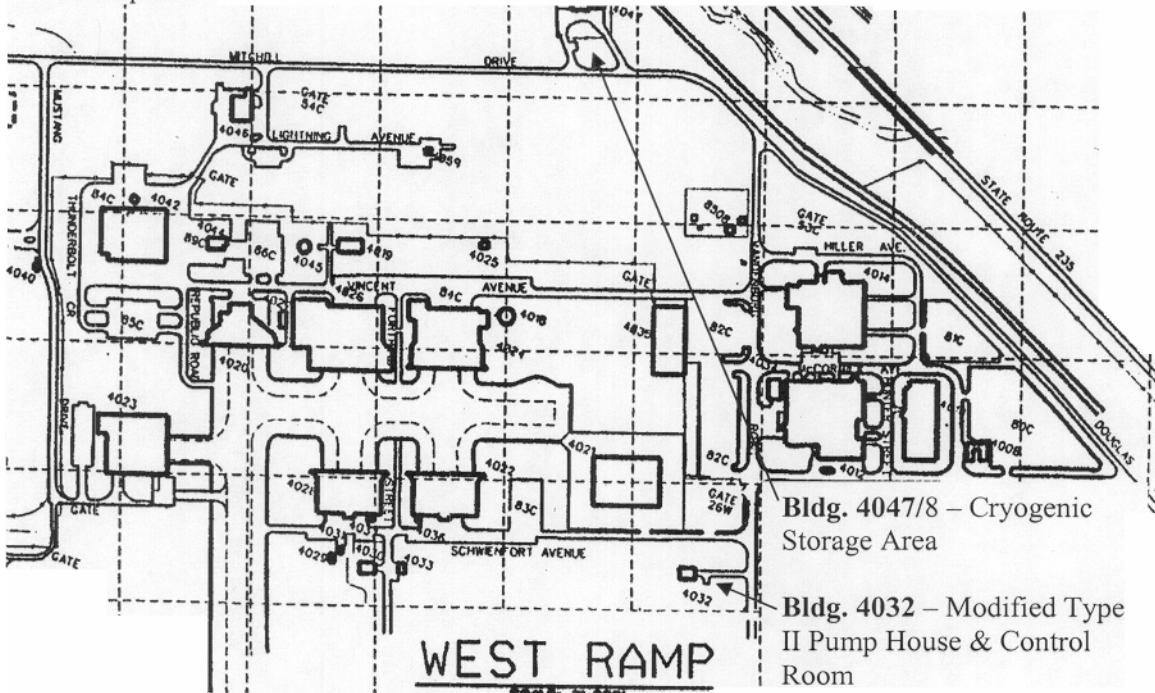


## APPENDIX 4

A.4.1.

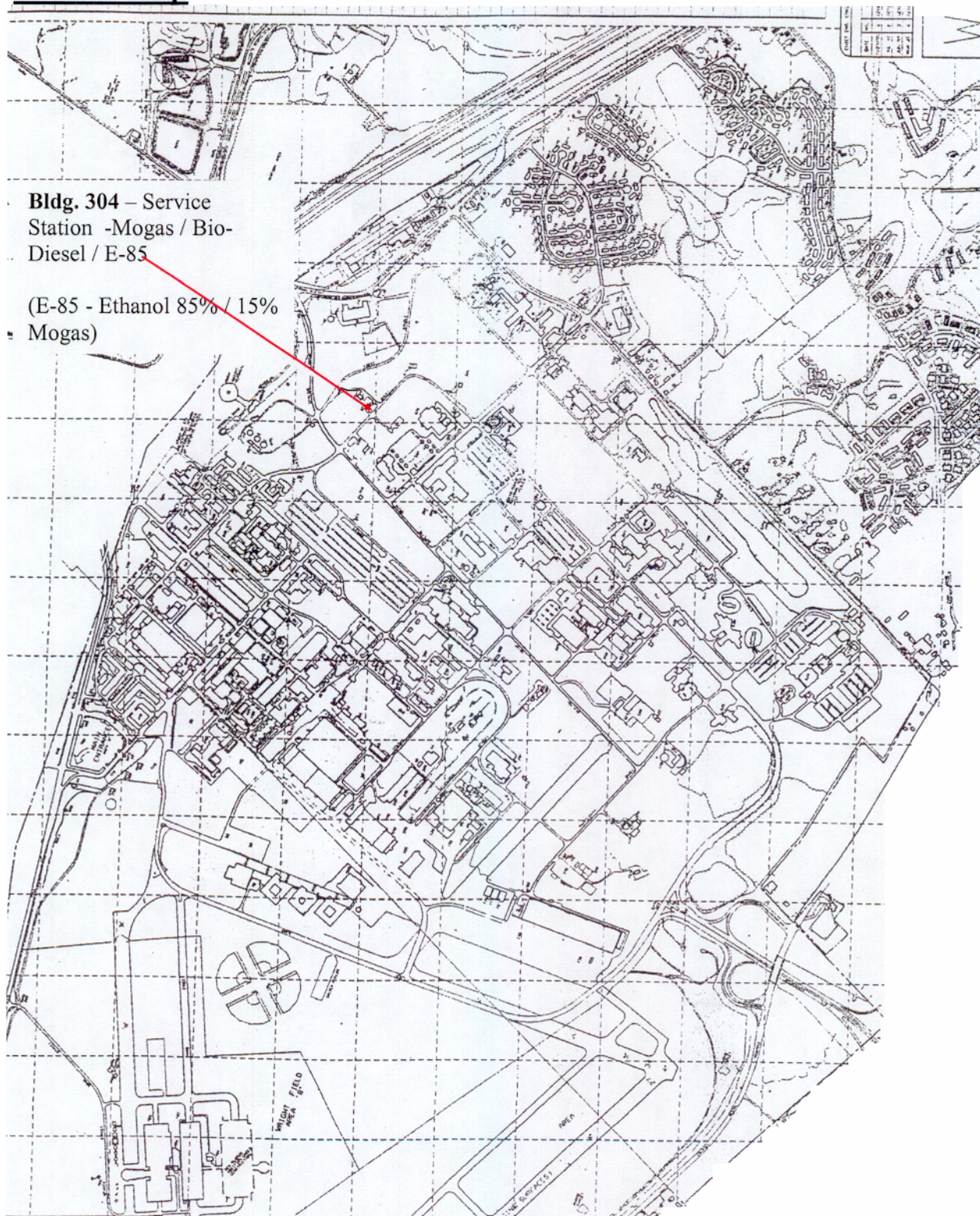
### Area C Map

West Ramp/Lox



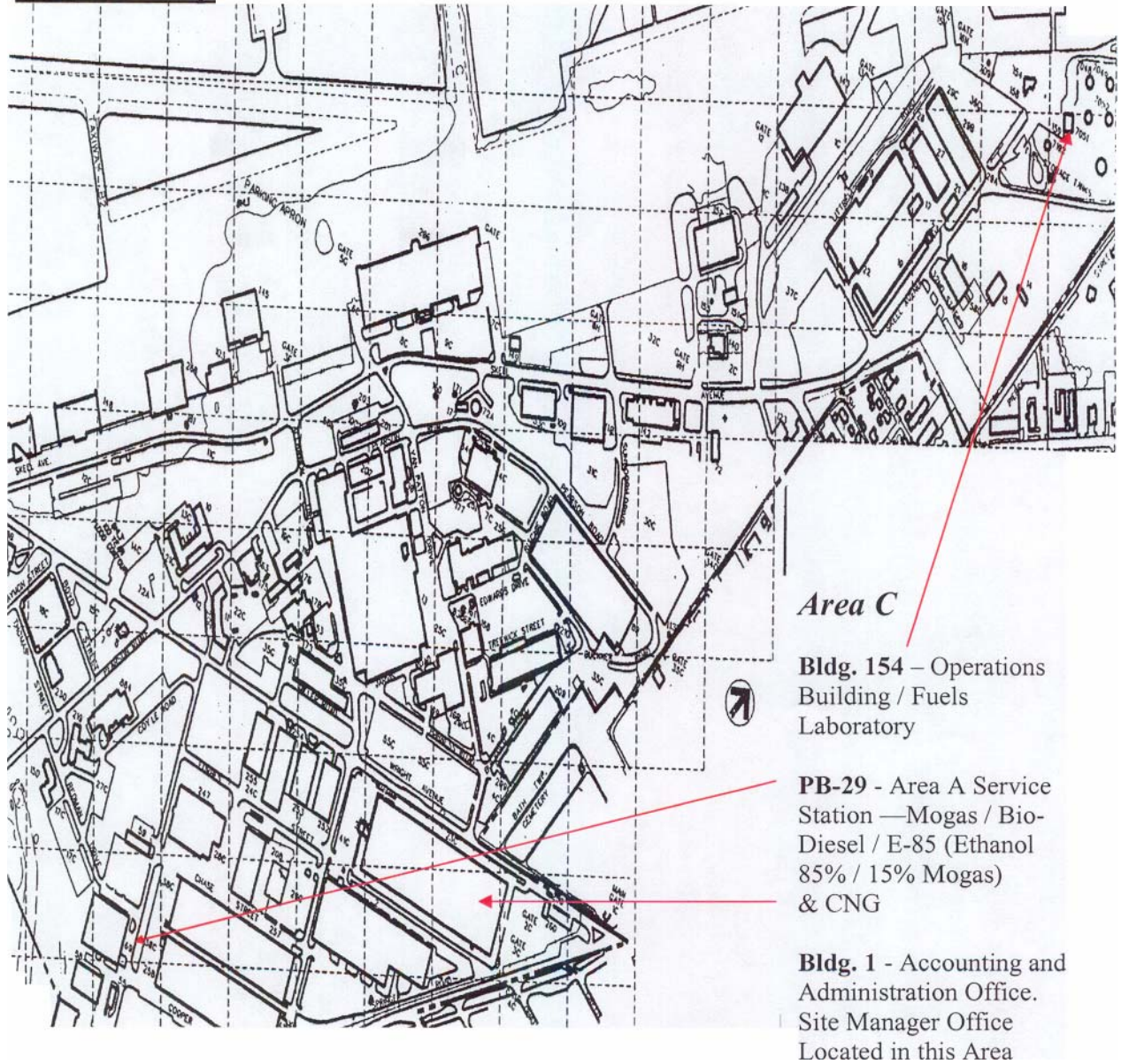
A.4.2.

## Area B Map





### Area C Map



## APPENDIX 5

### **CONTINUATION OF ESSENTIAL DEPARTMENT OF DEFENSE (DoD) CONTRACT SERVICES DURING CRISIS,” IN ACCORDANCE WITH [DoDI 3020.37](#)**

**A.5.1.** Performance of Services During Crisis Declared by the National Command Authority or Overseas Combatant Commander. During National Crisis, Fuels Management shall maintain the same posture as stated in the Performance Work Statement. Fuels is a 24/7 operation and the hours specified in [Section 4, paragraph 4.4.1.](#) shall apply. Fuels personnel have been identified as mission essential, with the exception of office personnel. The contractor shall be responsible to ensure coverage of all operations specified in description of services and supporting real-world contingencies and exercises as stated in [paragraph 1.6](#) of PWS.

## **APPENDIX 6**

### **CONTRACTOR FURNISHED ITEMS AND SERVICES**

**A.6.1. GENERAL INFORMATION.** Except for those items or services specifically stated to be government furnished, the contractor shall furnish everything required to perform this contract according to all its terms. The list below is not all inclusive of the contractor-furnished items and services required to perform the contract.

**A.6.2. GENERAL PURPOSE VEHICLES.** The Contractor shall furnish general-purpose vehicle(s) necessary to perform the requirements of this PWS. The vehicle(s) shall have a minimum towing capacity to be determined by the contractor from the equipment listed in the Performance Work Statement and be equipped with a pintle hook. The contractor vehicle(s) shall be dark blue/green (red/maroon colors prohibited). Contractor shall be responsible to have magnetic signs conspicuously placed on both-sides of the vehicle identifying the “Company Name/Logo, Fuels Management and Contractor-Operated.” In addition, vehicle(s) shall be registered through the Security Police prior to flight-line operations. Contractor personnel shall comply with directives pertaining to the operation of Privately Owned Vehicles (POVs) on WPAFB.

**A.6.3. ENVIRONMENTAL MATERIAL.** The contractor shall furnish fuel absorbent material at each of the following sites (e.g. speedy dry available in 40 lb bags, minimum of two bags per location):

A.6.3.1. Bldg. 304 (Area B Military Service Station)

A.6.3.2. Bldg. PB-29 (Area C Military Service Station)

A.6.3.3. Bldg. 154 (Fuels Operation Complex)

A.6.3.4. Bldg. 154 (Vehicle Checkpoint Area)

A.6.3.5. Bldg. 4032 (West Ramp Hydrant Area)

## APPENDIX 7

### DEFINITIONS

#### A.7.1. TECHNICAL DEFINITIONS PECULIAR TO THIS PWS.

A.7.1.1. **Contracting Officer (CO).** The duly appointed government agent authorized to award or administer contracts. The contracting officer is the only person authorized to contractually obligate the government and direct the contractor.

A.7.1.2. **Defense Energy Support Center (DESC).** An organizational component of the Defense Logistics Agency. DESC is the integrated materiel manager/DoD central procurement agent for bulk petroleum, natural gas, coal and associated services. DESC owns and manages the bulk petroleum products in the Department of Defense to the point-of-sale (end user).

A.7.1.3. **Defense Energy Supply Center (DESC)/Quality Assurance Representative (QAR).** A defense fuel representative who is responsible for assuring quality control of fuels procured by the government.

A.7.1.4. **Emergency Distribution Plan (EDP).** A plan issued by the Defense Energy Supply Center (DESC) Field Office for use by a storing activity for distribution of fuels to bases in time of national emergency.

A.7.1.5. **Supply Account (FB).** Supply account identification i.e. Liquid Oxygen, Deicing Fluid, etc...

A.7.1.6. **Fuels Account (FP).** Petroleum account identification i.e. JP-8, DL1, etc...

A.7.1.7. **Fuels Automated System (FAS).** A vertically integrated automated information system consisting of base-level components and "enterprise" level systems providing visibility of bulk fuel assets and transactions to Services, Combatant Commanders, vendors, and DESC.

A.7.1.8. **Fuels Automated System Enterprise Server (FES).** Known as 'Purple Hub', is an Automated Information System (AIS) designed to support the Defense Energy Support Center (DESC) and the Military Services in performing their responsibilities in fuel management and distribution.

A.7.1.9. **Fuels Flight Chief (FFC).** The accountable officer responsible to the FD/FC for the FP-2300 account.

A.7.1.10. **Fuels Information Service Center (FISC).** Consists of RCC Control, RCC Accounting and Administration, and Fuels Laboratory.

A.7.1.11. **Fuels Operations.** Consists of the distribution, bulk storage, and cryogenics function.

A.7.1.12. **FP Product.** Any fuels or fuels related products that the contractor is required to receive, store, and issue.

A.7.1.13. **Functional Director/Function Commander (FD/FC).** The individual responsible for the government functional area.

A.7.1.14. **Inventory Management Plan (IMP).** An automated report published by the Defense Energy Supply Center (DESC) depicting total aviation and ground fuel prepositioned and peacetime inventory requirements by location. Distribution is made to major commands for subsequent distribution to bases.

A.7.1.15. **Physical Presence.** Related to manning; having a body within the immediate vicinity of someone or something.

A.7.1.16. **Prepositioned War Reserve Material Requirement (PWRMR).** The amount of fuel which strategic plans dictate be positioned prior to hostilities at or near the point of intended use or issue to the user. At some locations, the PWRMR and the PWRMS are equal. Other locations may reflect a smaller PWRMS than the PWRMR which are supported by the EDP for re-supply.

A.7.1.17. **Prepositioned War Reserve Material Stocks (PWRMS).** The actual quantity stored against the Prepositioned War Reserve Material Requirements (PWRMR). Information is included in the IMP.

A.7.1.18. **Special Air Mission (SAM).** Air Force One support /High Ranking Dignitaries, as directed.

A.7.1.19. **Standard Base Supply System (SBSS).** An automated inventory accounting system designed to provide timely support to base level activities. The system consist of a computer for storage and maintenance of records and for generation of management reports as well as both manual procedures and interfacing computer programs.

A.7.1.20. **War Consumable Distribution Objective (WCDO).** The material required to augment peacetime assets to completely support forces, mission, and activities reflected in USAF war plans.

**NOTE:** Other definitions of special terms, abbreviations and acronyms used in this Performance Work Statement are included in [AFI 23-201](#).